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Travel

Handbook 12.10



U.S. Postal Service Washington, DC 20260

Handbook F-10
Travel

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Explanation

This is a complete revision of Handbook M-9, *Travel*. The handbook's alphanumeric identification has been changed to reflect its direct relationship to the USPS Financial Management Manual.

Distribution

1. Initial. This handbook is being directly distributed to Headquarters, region, and district offices, management sectional centers, and post offices.
2. Additional. Extra copies may be ordered on Form 7380, *Supply Center Requisition*, from your area supply center.

Comments and Questions

Address any questions or comments regarding this handbook through official channels to:

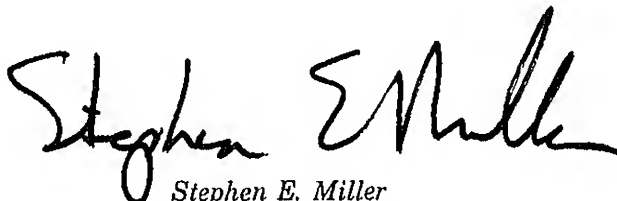
General Manager, Postal Accounting Division
Office of Accounting
Department of the Controller
USPS Headquarters
Washington, DC 20260-5211

Revisions

This handbook replaces all editions of Handbook M-9, *Travel*.

Effective Date

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Stephen E. Miller
Assistant Postmaster General
Department of the Controller

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1 Introduction to Handbook

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Introduction to Handbook F-10

111 How this handbook is organized

111.1 What is in each chapter

This handbook is organized to help you find information as easily as possible. In general, procedures follow the normal step-by-step travel sequence—from receiving authorization to completing the travel voucher. Briefly:

- a. Chapter 1 is a summary of Postal Service policy regarding travel.
- b. Chapter 2 covers your personal expense allowances for per diem and lodging.
- c. Chapter 3 explains the Application for Travel Advance and the Government Transportation Request (GTR)—the documents you must fill out to receive travel funds and to purchase tickets.
- d. Chapter 4 covers transportation costs for all official travel.
- e. Chapter 5 covers procedures for local travel and related expenses.
- f. Chapter 6 covers special travel—for witness duty, jury duty, civil defense travel, foreign travel and other travel for special circumstances.
- g. Chapter 7 explains what you are entitled to when you are relocated by the Postal Service.
- h. Chapter 8 covers the procedures to follow in preparing and submitting travel vouchers.

111.2 Special features of Handbook F-10

.21 Table of Contents. The Table of Contents for Handbook F-10 serves as a reference source for the entire handbook. In addition to chapter, subchapter, and section headings, the Table of Contents contains a list of all exhibits and the reference list.

.22 Exhibits. Relevant forms or illustrations appear in the handbook following the chapter where they are first described.

.23 Reference list. All forms mentioned in the handbook are listed by both number and title at the end of the Table of Contents. In the text, after being spelled out the first time, they are identified by acronyms or abbreviations only. The reference list also contains the full titles for acronyms and abbreviations.

.24 Appendix A, Approving Officials. This appendix lists, by title, those authorized to approve travel vouchers, travel advances, and GTRs.

.25 Appendix B, Reimbursement Rates. This appendix gives the rates that are used to reimburse you for mileage, per diem, and lodging. (Specific conditions and allowances are defined as necessary in the text.)

.26 Appendix C, Accounts Used in Connection with Travel. This appendix contains account and subaccount numbers to be used in connection with travel.

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An overview of travel policy

121 Who can set policy and approve travel

121.1 The Postal Service establishes and modifies its own travel policy

Title 39 Section 410 of the United States Code gives the Postal Service the authority to establish its own travel policy. Current policy is presented in this handbook, F-10. All Postal Service-related travel must comply with the policies stated in Handbook F-10.

121.2 PCES executives may approve travel

A Postal Career Executive Service (PCES) executive must be the approving official for travel advances, travel vouchers, and GTRs (SF 1169). In certain situations, this authority may be delegated to individuals who are not in the PCES. Those exceptions are detailed in Appendix A, II.A. PCES executives may not approve their personal travel advances or travel vouchers. This must be done by their next senior official.

122 When to travel and what forms to use

122.1 Deciding when travel is necessary

.11 You must make every reasonable effort to conduct official business by mail, telephone, and in other ways rather than traveling. Travel will be authorized only when there is no other satisfactory way to conduct business. Travel for training purposes may also be permitted at the discretion of the approving official.

.12 The Postal Service is committed to conserving energy and reducing travel costs. You must therefore consider these factors when selecting or approving modes of transportation. You are given as much freedom as possible within the guidelines of this handbook to decide what expenditures are necessary—and you are reimbursed for allowable costs you incur while conducting official business.

122.2 Submitting an Itinerary Schedule (Form 998)

Before going on Postal Service travel, you may submit a Form 998, Itinerary Schedule, to your approving official to assure the approving official that you are using the most advantageous and least expensive travel accommodations. You should consider discounts provided by government rates, such as those covered in the *Federal Travel Directory* and the *Federal Hotel/Motel Directory*.

122.3 If you are in the Inspection Service

If you are in the Inspection Service, you must follow the instructions issued by the Chief Inspector.

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Responsibilities of the approving official and the traveler

131 Responsibilities of the approving official

131.1 Authorizing travel

Before you, as an approving official, authorize a travel request, you must thoroughly review this handbook so that you are aware of the travelers' obligations and rights. You must:

- a. Make certain that the travel is necessary and directly related to Postal Service business.
- b. Notify the employee as soon as possible of impending travel.
- c. Approve use of a privately owned vehicle (POV), rental vehicles, apartment rental, etc., before expenses are incurred.
- d. Schedule travel within the regular workweek, if possible.

131.2 Signing a voucher

When you sign a voucher, you are verifying that transportation and expenses comply with postal policy. As the approving official, you must:

- a. Make sure that the original supporting documents are attached to the voucher.

b. Make sure that the lodging rates claimed are reasonable, considering the area where they were incurred. (See Appendix B, Part III.)

131.3 Approving temporary assignments/details

.31 30 to 180 days. When a temporary assignment or a detail is expected to last longer than 30 days (and up to 180 days), it must be approved in advance by the appropriate Officer. See Appendix A, Part I. The approval should be in writing.

.32 Longer than 180 days. If the assignment or detail is for longer than 180 days, it must be reviewed and approved in writing by the appropriate Officer. The approval should be based on the purpose of the assignment or detail, the cost, the benefit expected, the consideration of alternatives, and the value to the Postal Service.

132 Responsibilities of the traveler

When you are traveling on official business, you represent the Postal Service and must perform your duties in a professional manner. You must use the same care and prudence as if you were traveling at your own expense. You must:

- a. Plan the itinerary to accomplish the purpose with minimum time and expense.
- b. Select the least costly mode of transportation that provides adequate service.
- c. Schedule your departure and arrival in order to conduct business as efficiently as possible.
- d. Submit Form 1011, *Application for Travel Advance*, for an advance of funds no sooner than two weeks before you need the money.
- e. Claim reimbursement only for allowable expenses.
- f. When possible, submit Form 1012, *Travel Voucher*, within the accounting period in which the travel was completed, and settle travel advances promptly.
- g. Obtain a refund coupon from the carrier if changes in services or destination were made, after the tickets were issued, which would reduce the amount due the carrier. The Postal Service needs the coupon to get the refund either from the carrier or the General Services Administration (GSA).

141 How to request a deviation from these regulations

In rare circumstances, you might need to request a deviation from these regulations. To request a deviation, you must write a memo and submit it

to your immediate supervisor with supporting documentation. Your memo must explain specifically your reasons for requesting the deviation. Pleading ignorance of the limitations stipulated in this handbook does not justify a deviation. Deviations are allowed only in extreme circumstances.

142 Processing a request for a deviation

142.1 How a request for a deviation is processed

Your manager or supervisor must analyze your request for a deviation from these regulations and attach a memo stating any pertinent facts that may assist in the final evaluation. This memo is submitted through management levels to the adjudicating authority and each level of authority attaches its recommendation.

142.2 Who approves or denies the request

Depending on the amount of the claim which is to be approved or denied, submit the request for deviation and accompanying memos as follows:

- a. Less than \$100: To your Regional Postmaster General (RPMG), Regional Chief Inspector (RCI), or Headquarters Officer.
- b. \$100 to \$250: To the General Manager, Accounting Operations Division, Office of Accounting, Headquarters.
- c. More than \$250: To the General Manager, Accounting Operations Division, Office of Accounting, Headquarters, for review and subsequent recommendation to the Executive Assistant to the Postmaster General. (Requests that do not involve money also go here.)

143 What to do if your request is approved

If your request is approved, you must attach the memo of approval to your travel voucher. The Postal Data Center (PDC) will not process your payment without the memo.

U.S. Postal Service ITINERARY SCHEDULE	Name of Traveler John Q. Traveler	
	Social Security No. 123-45-6789	Dates (From/To) 11/27 - 12/1/84

Initiating Office

Location San Mateo PDC	<input checked="" type="checkbox"/> 51401 Travel-Other than Training <input type="checkbox"/> 51411 Training-Outside <input type="checkbox"/> 51413 Training-USPS <input type="checkbox"/> 51422 Relocation TQ., Advance Round Trip & En Route	<input type="checkbox"/> 51244 Transportation of Household Goods <input type="checkbox"/> 51243 PCES Relocation <input type="checkbox"/> 51245 PCES Transportation of Household Goods
Finance No. To Be Charged 10-3821	Sub Account # 183	
Purpose of Trip On-Line Processing		

Itinerary

(I will be in a travel status between dates indicated above, and my itinerary will be as shown below, including weekends and holidays):

Departure (Date and Time)	Arrival (Date and Time)	Destination	Contact at (Area Code or FTS and Number)
11/27/84 9:25 a.m.	11/27/84 12:15 p.m.	San Mateo PDC UA 53	FTS 469-1074
12/1/84 8:40 a.m.	12/1/84 4:35 p.m.	Washington, DC TWA 64	

Lodging

Name of Place of Lodging Dunfey	Telephone (Include Area Code) (415) 573-7661
Address 1770 S. Amphlett, San Mateo, CA	Total Nights 4 Dates (From/To) 11/27 - 12/1/84

Subsistence

Rate Charged for Lodging	\$ 50 (per night) X 4 (No. Nights) =	\$ 200.00
Per Diem	(Use Current Rate) \$5.75 (per period) X 16 (Periods) =	\$ 92.00
	Subtotal ▶	\$ 292.00

Other

Car Rental	\$ 13.95 (daily rate) X 4 (No. Days) =	\$ 55.80
Mileage	Miles X	\$
Miscellaneous	Parking, etc.	25.00
	Subtotal ▶	\$ 80.80

Amount of Advance Required

	Grand Total ▶	\$ 372.80
	Advance Requested ▶	\$ 125.00
Signature of Traveler <i>John Q. Traveler</i>	Title Accountant	

Approval

<input checked="" type="checkbox"/> Approved	Date 11/26/84	Signature
<input type="checkbox"/> Disapproved		Title General Manager, Postal Accounting Division

2 Personal Expense Allowances

210 Figuring personal expense allowances

211 Subsistence

Subsistence includes per diem and lodging. (See Appendix B, Parts II and III.)

211.1 Per diem

You will be paid a per diem allowance for official travel. Per diem includes all charges for meals, fees and tips to waiters, bellboys, and porters, laundry and cleaning expenses, etc.

Exceptions:

- a. For travel to Alaska, Hawaii, Puerto Rico, and U.S. possessions, see Section 642.
- b. For foreign travel, see Section 643.

211.2 Per diem quarters—travel of 24 hours or more

If you are in a continuous travel status of 24 hours or more or when you require lodging, per diem periods will be computed by the midnight-to-midnight rule. Under this rule, calendar days are used, running from one midnight to the following midnight. These days are divided into 6-hour segments beginning with midnight. The first segment includes the period from 12:01 a.m. to 6:00 a.m. The second segment includes the period from 6:01 a.m. to 12:00 noon, and so forth. You are allowed 1 full per diem period (quarter day) for each 6-hour segment of a calendar day, or fraction of a calendar day, that you are in travel status. For example, if you depart from your official station at 8:40 a.m. on the first of the month and return at 10:30 p.m. on the third, you are entitled to 3 per diem periods for the first day of travel and 4 per diem periods for each of the two succeeding days of travel, or a total of 11 per diem periods. (See Appendix B, Part II.)

211.3 Per diem quarters—the 10-hour rule

No per diem will be allowed when the travel period is 10 hours or less during the same calendar day. However, there is an exception. Per diem will be allowed when:

- a. The travel period is 6 hours or more and begins before 6:00 a.m. or ends after 8:00 p.m.; and

b. Records indicate that you were put to additional expense because of the official travel.

c. You are in en route travel.

212 Per diem—lodging required

When lodging is required, per diem will be paid at the standard per diem rate shown in Appendix B, Part II.

213 Per diem—lodging not required

When lodging is not required and you are in a travel status for more than 10 consecutive hours and less than 24 hours, the per diem rate is shown in Appendix B, Part II. The allowable rate is based on a 6-hour segment computed on actual elapsed time. For example, if you depart from your official duty station at 6:30 a.m. and return at 6:10 p.m., the total time elapsed is 11 hours and 40 minutes. In this example, you will be entitled to two periods of per diem—one for the full 6-hour period and one for the fraction of a second 6-hour period (5 hours, 40 minutes)—at the rate shown in Appendix B, Part II.

214 Duration of official travel

When computing per diem allowances, your official travel begins when you leave your official duty station or home, and concludes when you arrive back at your official duty station or home.

214.1 The 30-minute rule

If your time of departure is within 30 minutes before the end of a quarter day, or your return is within 30 minutes after the beginning of a quarter day, per diem for either such quarter day will not be allowed unless you justify it on your travel voucher.

214.2 Exception to the 30-minute rule

When weather conditions or other circumstances beyond your control result in additional travel time, per diem will be allowed for the additional time. You must include a statement on your travel voucher to this effect.

214.3 Change in per diem rate

When a change occurs in the per diem rate, the rate in effect at the beginning of the quarter day in which the change occurs will continue until the end of that quarter day. If your travel originates in the continental United States (CONUS) and goes to a point outside CONUS, the outside CONUS rate will apply for the entire trip. The CONUS rate applies for the entire trip when the travel is from outside CONUS to a CONUS destination.

214.4 Reduced per diem

When meals and/or lodging are furnished at no charge or a nominal fee by a Federal Government agency, private company, etc., at a temporary duty station, meeting, conference, or training session, the per diem will be appropriately reduced. (See Appendix B, Part II.)

214.5 Per diem—Management Associate Program

Participants in the Management Associate Program may, instead of relocating, request reduced per diem rates for periods of three months or longer. The request must be made in writing and be based on a valid hardship to the participant's spouse/children. When such a request is authorized, the RPMG or other designated person must establish and put in writing the reduced per diem rates and must also provide you with appropriate instructions.

215 Expenses for lodging

215.1 Actual expenses allowed—commercial place of lodging

You will be reimbursed actual expenses for lodging when you are placed in a travel status which includes regular travel, training, extended duty assignments, and relocation travel within the continental U.S. You must attach receipts supporting your lodging claim to the related Travel Voucher, Form 1012. The receipts must be from a recognized commercial place of lodging (this includes hotel, motel, and boarding house).

215.2 Lodging with friends or relatives

You may not claim lodging expenses if you stay at the residence of friends or relatives.

216 Leased lodging

216.1 Comparing leased lodging to daily commercial rental

You must compare the length of the assignment and the cost of leasing against the total of the daily commercial rental charges. If the total leased charges are less costly than the total of the daily rental charges, then the approving official should be sure that the potential cost savings are not offset by local transportation expenses, commuting time, etc. In figuring the leased rates, you must also consider whether the leased lodging includes utilities, maid service, furniture, etc. Daily commercial lodging should be for the number of projected days of occupancy. Figure this by taking the number of days in the lease period and reducing them by the number of days you expect to be at your permanent duty station, the number of days you would be home for non-workdays, and the number of days of annual leave for that period.

216.2 Authorizing leased lodging

If you are on a long-term temporary assignment and it would be in the interest of the Postal Service for you to rent, the appropriate approving official (see Appendix A) may authorize you to enter into fixed-term leases for furnished lodgings or for unfurnished lodgings and furniture. Whenever possible, the lease should be on a month-to-month basis in order to keep the Postal Service's commitments to a minimum.

217 How to get reimbursed for a lease

217.1 What you must submit

On the reverse side of Form 1012, record the starting and ending dates for the lease billing. Itemize the lease amount, plus other associated costs, in the column labeled **Nature of Expenses**. Write the total of these expenses in the column labeled **Amounts Claimed**. You must submit a copy of the lease, your rental receipts (or canceled check), and supporting documentation for other associated costs.

217.2 What can be reimbursed immediately

If you enter into arrangements for leased lodging, you may be reimbursed for monthly lodging costs as soon as you pay these expenses. If the agreement stipulates that certain initial advance payments for lodging are required (e.g., first and last month rental costs), these amounts can be reimbursed immediately. In addition to the receipt showing payment, you must attach to your travel voucher a copy of the lease agreement that shows that these advance payments were required. If you have been authorized to enter into a lease, you will be reimbursed the actual costs resulting from the lease even if you do not remain at the temporary duty station for the anticipated length of time. In these cases, you should make every effort to cancel the lease in a timely manner.

217.3 What will not be reimbursed

You cannot be reimbursed for security deposits.

217.4 What else the Postal Service will pay for

The Postal Service will pay for renting auxiliary items not included in the apartment rental, such as linens, pots and pans, dishes, a television set, one standard telephone (including installation), and maid service.

218 Limitations to the per diem

If you perform temporary duty at a former permanent official duty station from which your immediate family has not moved, no lodging claim will be allowed when you stay with your immediate family. In this case, the quarterly per diem allowance will be reduced for meals you take at the family residence.

220

Interruptions of travel status

221 Documenting interruptions of travel status

You must clearly document interruption periods on your travel voucher.

222 Annual leave

When you take annual leave while in travel status, the per diem will be computed as follows (assuming normal hours of duty from 8:30 a.m. to 5:00 p.m.):

- a. When leave **begins** during the hours of duty, the per diem period ends during that quarter day. Example: If you take leave at 10:00 a.m., the per diem quarter day ends at 12:00 noon.
- b. When leave **begins** during hours other than the hours of duty, the per diem period ends at midnight of the preceding day. Example: If you take leave at 8:00 a.m. on Wednesday, the per diem quarter day ends at midnight on Tuesday.
- c. When leave **ends** during the hours of duty, the per diem period begins during that quarter day. Example: If you end your leave at 10:00 a.m., the per diem quarter day starts at 6:01 a.m.
- d. When leave **ends** during hours other than the hours of duty, the per diem period begins the preceding quarter day. Example: If you end your leave at 8:00 p.m. on Thursday, the per diem quarter day begins at 6:01 p.m. Thursday.

223 Annual leave within one day

If you take annual leave for four hours or less and report for duty the following workday, the per diem will be computed as if you worked the full day. If you take annual leave exceeding four hours, the per diem for that day will be halved.

224 Sick leave

224.1 If you take sick leave while traveling

If you take sick leave when traveling for the Postal Service, per diem will be continued. After any period of absence for more than three calendar days, however, you must provide a physician's certificate.

224.2 If you are hospitalized while traveling

If you are hospitalized when traveling for the Postal Service and you are reimbursed for hospital expenses under any health benefit plan offered by the Federal Employees Health Benefit Act of 1959, meals and lodging for which you had **already** paid will be reimbursed. This refers to a situation in which you arranged and paid for commercial lodging but did not use the accommodations because you were hospitalized.

225 Per diem for non-workdays

225.1 If you do not return home on a non-workday

When you are in a travel status including non-workdays (weekends, holiday, etc.) and you do not return home on the non-workday, you are entitled to per diem, lodging, and other related expenses authorized by these regulations.

225.2 If you take annual leave before or after a non-workday

If the annual leave that you take a day immediately before or after a non-workday is one-half or less of the prescribed working hours for that day, per diem may be allowed for the non-workday. But, if the annual leave you take on either day is more than one-half of the prescribed working hours for that day, per diem may not be allowed for the non-workday.

225.3 If more than two non-workdays are preceded and followed by annual leave

Per diem will not be allowed for more than two non-workdays when the non-workdays are immediately preceded and followed by annual leave.

225.4 If you voluntarily return on a non-workday

When you voluntarily return to the official duty station on a non-workday, the transportation and per diem en route will not exceed the amount of expenses that would have been allowed had you remained at the temporary duty station.

230

Intermediate travel home

231 Intermediate travel home—training

If a training assignment is involved and is for three weeks or less, no intermediate travel to your permanent duty station is authorized. See Section 717, *Employee and Labor Relations Manual (ELM)*, for an explanation of the Postal Service policy regarding intermediate travel home during long-term training. *Note:* Postal Inspector trainees are governed by instructions of the Chief Postal Inspector.

232 Intermediate travel home—extended duty assignment

If an extended duty assignment is involved, the policy for intermediate travel home is as follows:

When the extended duty or travel assignment is activated, officials approving the expense vouchers may establish their own policies for your intermediate travel home. (See Appendix A, II.A.) You may be authorized to return home on a weekly basis if the return trip costs the Postal Service less than having you remain at the temporary duty station. (See Section 636 for spouse's travel.)

233 Transportation of immediate family and household goods on long-term duty assignments

If you are required to be away from your duty station for more than six months, the Postal Service may pay the expenses for transporting your immediate family and household goods instead of per diem. However, this cost must be less than the estimated per diem for the entire period. Only one of the benefits (transportation of dependents and household goods or per diem) may be authorized.

Travel Advance and Government **3** Transportation Request (GTR)

310

Application for Travel Advance— Form 1011

311 Obtaining a travel advance

311.1 Determining the amount of advance needed

A completed Form 998, *Itinerary Schedule*, will serve as a guideline for deciding how much of an advance is required for regular travel or travel for training. A completed Form 2028, *Travel Advance Request (Relocation Worksheet)*, will serve as a guideline for deciding how much of an advance is required for the various phases of relocation.

311.2 Filling out Form 1011

You may request an advance of money to pay for regular travel, or travel for training or relocation. To receive a travel advance, fill out Form 1011 and have it approved by the appropriate official. (Appendix A lists all officials who are authorized to approve travel advances.)

311.3 Submitting Form 1011

Submit the approved Form 1011 as follows:

- a. Field personnel should submit the approved Form 1011 to the servicing PDC.
- b. Headquarters personnel should submit the approved Form 1011 to the Accounting Services Branch, Accounting Operations Division, Office of Accounting.

311.4 Obtaining regular travel advances—up to \$500

.41 Regular travel advances issued from post office funds or imprest funds. When you are required to perform official travel outside your official duty station on a planned one-trip basis, you may receive up to \$250 in cash, if available, from post office funds or from an imprest fund cashier. If cash is not available, the post office may issue a

Treasury check or postal money order. An imprest fund cashier may issue a commercial check. In emergencies, that is, when there is no time to receive an advance from the PDC, the imprest fund cashier may give a travel advance not to exceed \$500. Use an approved Form 1011 to obtain funds.

.42 Regular travel advances issued by Headquarters.

Headquarters personnel may submit an approved Form 1011 to the Accounting Services Branch. Advances up to \$150 will be paid in cash, if available. If cash is not available, a Treasury check will be issued. Advances of more than \$150 will be paid by Treasury check. Advances of more than \$500 must be approved by the appropriate Officer, Associate and Assistant General Counsels, and Assistant Chief Inspectors. You must sign a justification.

311.5 Obtaining advances for travel for training

.51 You can get an advance to pay for travel to attend programs which are held at the following:

- a. Postal Service Management Academy in Potomac, MD.
- b. Technical Center in Norman, OK.
- c. Contractor's sites away from your official duty station.
- d. Extended career development courses at Potomac or Norman.

.52 Limitations on amounts advanced for training

.521 When lodging is provided by the Postal Service, advances are limited to a maximum of \$1,000. (See Appendix A, II.B.4., for approval authority.)

.522 When lodging is not provided and the training program lasts two weeks or more, advances up to \$2,000 may be authorized. (See Appendix A.II.3.a for approval authority.)

.523 If you are assigned to the Management Associate Program (MA), advances of up to \$3,000 may be allowed with approval. Advances for the Management Associate Program are approved by the RPMG.

311.6 Obtaining advances for relocation

When you have determined the amount you need for your relocation, using Form 2028, you may submit an approved Form 1011 not more than two weeks before you need the funds. No advances will be given for expenses related to the sale or purchase of a residence or for the miscellaneous expense allowance. (See Appendix A, II.B.1., for approval authority.)

312 Repaying travel advances

312.1 When you must repay the advance

You must repay advances as soon as possible after you complete a trip.

312.2 Repaying advances for regular travel and training

.21 Repaying advances other than for relocation. If you do not anticipate more travel within the following three-week period, you must immediately file a travel voucher and claim your travel expenses. If the amount of your outstanding travel advance exceeds the amount of your travel expenses, you must repay the difference. Attach a check to the front of your travel voucher made payable to the Disbursing Officer, U.S. Postal Service. The voucher must show that expenses have been applied against the outstanding balance of the travel advance. If the voucher does not show this, the processing PDC will automatically subtract your travel expenses from the amount of the outstanding travel advance.

.22 Exceptions

.221 Continuous travel. If you are a frequent traveler (such as a Postal Inspector or Management Associate), you may not have to repay the advance until you complete an assignment. You must make the statement on Form 1012 "Traveler on a continuous travel assignment." Postal Inspectors who retain travel advances for investigative purposes must put the following statement on the voucher: "Travel advance required for investigative purposes." Your approving official indicates approval by signing Form 1012.

.222 Intermittent travel. If you are returning from one trip and planning another within three weeks of the last day of your travel, you must have the following statement on your voucher to delay repaying travel advances: "Employee will be traveling within the next three weeks. Advance is authorized to remain outstanding until [date]."

312.3 Repaying travel advances for relocation

As you complete each phase of your relocation, you should file a travel voucher accounting for your expenses. If your allowable claimed expenses are less than the amount advanced, you should include a check for the balance due with the travel voucher. Make the check payable to the Disbursing Officer, U.S. Postal Service. If any part of your move is temporarily delayed or canceled, you must refund the advance you received for that part of your move.

312.4 Repaying advances when separating from the Postal Service

When you are separating from the Postal Service, your office or installation will send documentation of that action to the appropriate PDC. The responsible PDC unit will examine the travel

advance record to determine if you owe money on an outstanding advance. The outstanding advance will be taken from your final salary checks unless you directly repay the Disbursing Officer, U.S. Postal Service.

313 Reviewing Accounting Period Reports

313.1 What are Accounting Period Reports

Each accounting period, PDCs will prepare the Travel Expense and Advance Report of employees with outstanding travel advances. This report will be organized by region and for each organizational unit within the region or Headquarters. The report will show the employee's name, Social Security Number, finance number, amount of unpaid balance, and year-to-date travel expenses. The balance for relocation expenses will be identified separately from regular outstanding travel advances.

313.2 How approving officials review reports

Approving officials will review reports to determine whether each employee who is listed as having an outstanding advance is a continuous traveler or will be traveling within the next three weeks. If no travel is anticipated, the employee(s) must immediately refund the outstanding balance. If any of the employees listed will definitely travel within three weeks, approving officials must determine how much of the outstanding advance is needed and request an immediate refund of any excess. The review by approving officials helps determine which employees owe money to the Postal Service.

320

Government Transportation Request (GTR)— Form SF 1169

321 When you must use a GTR

321.1 What is a GTR

A GTR is an order to provide transportation by common carrier for an employee on official business, for authorized travel of a spouse, for persons traveling for the benefit of the Postal Service, or for an employee's family on a permanent change of official station. An approving official must sign the form. See Appendix A, II.A., for approval authority.

321.2 Supplemental procedures for issuing tickets

A region may have supplemental procedures for issuing transportation tickets. You must follow the supplemental procedures.

321.3 Limits to using GTRs

If, for your own convenience, you use an indirect route or better accommodations than those authorized on the GTR, you must pay the excess charges. GTRs cannot pay for taxis, airport limousines,

intra-city transit, rental cars, toll roads, or bridge charges.

322 Issuing and controlling GTRs

322.1 Who issues GTRs

The Office of Headquarters Services, Procurement and Supply Department, issues GTRs. They issue GTRs in bulk and only after receiving a written request. Only Postal Service Officers, Regional Directors, Regional Chief Inspectors, PDC Directors, Inspectors in Charge, and Supply Center Managers may request GTRs. No one else may order GTRs from Headquarters Services. There are no exceptions. A memorandum must be sent to the Office of Headquarters Services listing the names of employees who are authorized to sign for GTR books.

322.2 How to control GTRs

.21 If you are responsible for GTR books in a field office:

- a. You must get your GTR book(s) from the appropriate official listed in 322.1.
- b. You must turn in a used GTR book cover before you can get a new GTR book.
- c. When you return GTR book covers you must send them by registered mail.

.22 If you are responsible for GTR books at Headquarters:

- a. You must get your GTR book(s) from the appropriate official listed in 322.1.
- b. You must turn in a used GTR book cover before you can get a new GTR book.
- c. In addition, if you receive GTR books in person, you must write your initials in the log book.
- d. You must send a memo to the Office of Headquarters Services, or to the individual from whom books were obtained, which lists the names of employees who are authorized to sign for GTR books.

323 Issuing individual GTRs

323.1 Who has the authority to issue individual GTRs

The Postal Service officials identified in 322.1 may issue books of GTRs to only those officials who have the authority to approve travel. (See Appendix A, II.A.) Those officials will issue individual GTRs for one trip at a time, unless the officials have clearly established that the frequency (or other conditions) of an employee's travel makes distributing GTRs on a trip basis impractical.

323.2 Protecting GTRs

Approving officials at Headquarters and at field installations must protect and safeguard GTR forms against improper and unauthorized use—and must maintain proper controls. Approving officials may delegate the responsibility for protecting and controlling GTR forms to specific employees.

323.3 Controlling individual GTRs

Officials who are issued GTR books must ensure that a record of individual GTRs issued is kept on the inside cover of each GTR book. When GTR books are completed, officials should promptly return used book covers to the Office of Headquarters Services or the office that issued those books. The book covers should **not** be sent to a PDC. Partially-used books which are no longer needed should be sent to the Office of Headquarters Services or to the office that issued the books.

323.4 Dealing with spoiled or canceled GTRs

All GTRs that are spoiled in preparation, canceled for any reason, or that are prepared for issuance but are not used, must be voided by writing **Canceled** on both copies of the form. **Keep canceled forms with the book they came in and**, when all other GTRs have been used, return the canceled ones (with the book covers) to the Office of Headquarters Services or to the office that issued the books. Make proper notation on the inside covers of books that contain canceled GTRs. **Do not** send canceled GTRs to a PDC.

323.5 Dealing with lost or stolen GTRs

When blank individual GTRs or GTR books are lost or stolen, you must immediately report their loss or theft to the Office of Headquarters Services or to the office that issued the book(s). You should state in detail the circumstances of the loss or theft and the serial numbers of the GTRs. You must also promptly report in writing to the nearest Inspection Service office that GTRs were lost or stolen—and send a copy of that report to the Office of Headquarters Services. If a lost GTR was filled out showing the flight or other travel services desired, you must notify the airline and travel service named and other local transportation services so that these carriers will not honor the request. You must send a written report to the airlines and other transportation services and promptly forward a copy to the Office of Headquarters Services. Under no circumstances should you use a GTR that was reported lost or stolen and later found. Write **VOID** on the face of the form and forward it promptly to the Office of Headquarters Services. Notify the Inspection Service that the lost or stolen GTR was found and that no further action is necessary.

324 Exceptions in the use of GTRs

324.1 Using transportation services other than those authorized

You must pay any charges which exceed those specified on the GTR. When the services furnished are different from or less

valuable than those specified on the GTR, you must state the actual services furnished and sign the statement on the back of Form SF 1169 so that the paying unit will know that it should not pay the entire bill. If the following travel circumstances arise, you must explain them in a statement, list the number(s) of the GTR(s) you used, and attach related travel vouchers:

- a. Your travel is cut short of the destination shown on your GTR.
- b. You used transportation services different from those described on your GTR.
- c. You did not use the return portion of a round-trip ticket.

You also must attach to your statement any unused tickets or coupons—or a written note from the transportation company's representative which explains the circumstances.

324.2 Using a different common carrier

Under certain conditions or because of unforeseen circumstances, a GTR may be honored for service by a common carrier other than the one specified. In those instances, you must sign a statement on the back of the GTR giving the name of the honoring carrier and describing the actual services furnished. You must make a similar statement on the buff copy of the GTR or, if this is not possible, inform the issuing official of the change in service.

324.3 Using rail and bus transportation

AMTRAK will not accept GTRs for travel costing less than \$100. When no ticket agent is available, rail conductors will (1) honor the GTR to the first station en route where tickets can be obtained, (2) endorse on the back of the GTR over their signatures the points between which the request was honored without tickets, and (3) obtain the signature of the traveler below the endorsement. Tickets will be issued for the initial points of service shown on the face of the GTR—not for the intermediate point where the ticket was issued. The same procedure also applies to bus travel.

324.4 Canceling reservations

When it is necessary to cancel reservations that you acquired with a GTR, notify the common carrier immediately. Attach the canceled ticket to the buff copy of the GTR and forward them immediately to the applicable PDC. **Do not hold the canceled ticket and GTR copy until the close of the accounting period; send them at once.**

325 Special notes—personal travel

You may combine travel for your personal convenience with official travel provided that you make arrangements for any leave that you may need and that you pay from your own funds for any additional costs that you may incur. The GTR will show only the official points of travel and the value of the official travel. When the official travel would qualify for a discount fare, the lower value must be shown on the GTR.

326 Preparing a GTR

The numbers of the steps below are keyed to the numbers of the sample GTR form at the end of this chapter:

(1) **BILL CHARGES TO:** This should be pre-stamped when the blank GTR is issued to the traveler. If this space is not pre-stamped, the issuer of the GTR must type or print clearly the name and address of the office that is to be billed. Field employees must enter the exact name and address of their PDC. Headquarters employees must enter PDC, New York, NY 10099-9130. The carrier is to direct its billing to the PDC indicated in the space.

Department or Agency: write **U.S. Postal Service**
Bureau or Office: write **Postal Data Center**
City, State, ZIP + 4 Code: write your servicing PDC address.

The original blue GTR and the buff copy should show the same PDC so that there will be no difficulty in matching the two copies at the paying PDC. A few GTRs should be left blank in the **Bill Charges To** block so that the appropriate PDC can be entered in that block. (For example, in a given GTR book, a few GTRs should be left blank in case an employee travels at the request of another region.)

(2) **FISCAL DATA:** Enter the General Ledger Account Number, B/A Finance Number, Sub-Account No. If the sub-account is 141, also code FAC "V". If multiple accounts and/or sub-accounts and finance numbers are shown in the **Fiscal Data** block, write the appropriate dollar amount to be charged against each account. Also, enter each finance number. The total in the **Fiscal Data** block must agree with the total on the GTR.

(3) **PLACE AND DATE OF ISSUE:** Enter the city and state of the installation to which the GTR book is issued, and the date of issue of the GTR. (Do not enter the number of the ticket or transportation service involved.)

(4) **ISSUING GOVERNMENT OFFICER:** (Signature and Title) - Sign name and write title.

(5) **TRAVELER:** (Type or print) - Write the name of the traveler and his or her title. If the issuing official is the traveler, that name should appear in both spaces.

(6) **OTHERS:** Enter the number of persons in addition to the traveler for whom transportation is being requested. When the GTR is to cover only one person, write the word "None." Show the names of the other persons covered by the GTR on the reverse side of the buff copy.

(7) **DEPENDENT TRAVEL:** Check the **Spouse** block and list the name of the spouse if he or she is to accompany the traveler. Also, list the names and ages of any dependent children who will accompany the traveler.

(8) **SPECIAL ACCOMMODATIONS AND REQUIREMENTS:** Enter the number and type of accommodations to be furnished and list the points between which each type of accommodation is to be used. Abbreviate if necessary.

(9) **CARRIER OR AGENT TENDERED TO:** Enter the name of the carrier that is to honor the GTR. When the GTR must be presented to a carrier or agent other than the one shown in this box, either the issuing official or the traveler must endorse the GTR to that carrier or agent by writing in the **Service Furnished if Other Than Requested** box on the back of the GTR the words: "Endorsed to (carrier/agent) for ticket issuance." (Do not leave this space blank.) The issuing official or the traveler must sign his or her name below the words.

(10) **CITIES:** Write in the **From** box the name of the city and state or point from which transportation is to start. Use city/airport codes for air travel when these are known; otherwise, write the city in the Postal Service style of two-letter abbreviation for state and province. For example, for a round trip authorized from Duluth to Gulfport and return, show from "DLH to GPT to DLH" (city/airport codes) or from "Duluth, MN to Gulfport, MS to Duluth, MN."

(11) **STOPOVER AUTH:** Write "YES" before the cities at which stopovers are authorized and "NO" for all others. The final destination should be marked "YES."

(12) **CARRIER AND CLASS OF SERVICE:** Write in the applicable box the initials or code name of each carrier and the name or officially identified code for the class of service authorized between each listed city or point. For air travel, show coach, first-class, etc.; for rail, show first-class, second-class, coach, etc.

(13) **EXCESS BAGGAGE AUTHORIZED:** Enter the exact weight and/or number of pieces of excess baggage that are authorized to be transported for each leg of the trip. When the exact weight or number of pieces is unknown, show the maximum excess weight or pieces authorized. If excess baggage is not authorized, write the word "None" in the **Weight and Pieces** columns opposite the respective city or point written in the **To** box. On a GTR that has been issued to pay for excess baggage only, complete the GTR as outlined above, but write the words "Excess baggage only" in the **Special Accommodations and Requirements** box.

(14) **VALUE OF TRANSPORTATION:** (See Exhibit 3-1.) The issuing official should write this on the buff copy before giving it to the traveler or the carrier. This means that the issuing official must determine the correct fare for the requested service before issuing the GTR. If the fare is changed by the carrier at the time the GTR is exchanged for a ticket, the traveler must make a pen and ink change to the fare shown on the buff copy and notify the issuing office of the change as soon as possible. The traveler should also note the reason for the change in fare in the **Service Furnished if Other Than Requested** block on the back of the GTR.

1. Type of Advance <input checked="" type="checkbox"/> Check <input type="checkbox"/> Cash		2. Type of Travel <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Relocation <input type="checkbox"/> Training		U.S. POSTAL SERVICE APPLICATION FOR TRAVEL ADVANCE		3. Official Duty Station Washington, DC Headquarters	
5a. Travel Period From 11/27/84 To 12/1/84				6. Mail Check To: P. O. Box 123 Washington, DC 20026-3381			
5b. Relocation Travel Order No. & Date N/A				7. Branch, Division, Dept. and Office Location Postal Accounting Division			
8a. Balance Due USPS From Previous Advance \$ 0		8b. Amount Applied For \$ 125.00		8c. Total \$ 125.00		9. Signature of Applicant & Date <i>John Q. Traveler</i> 11/25/85	
10a. Cash Received		10b. Signature & Date		11. Remarks		12. Signature & Title of Approving Official & Date General Manager, Postal Accounting Division	

13. Applicant Must Complete Unshaded Blocks

Vendor No	Finance No.	Social Security No.	Relo.	Account	Amount
(2-7)	(8-13)	(21-29)	(47)	(48-52)	(60-67)
	10-3821	123456789		15130	

4 Transportation

410

An overview of policy for transportation

411 Defining transportation

Transportation includes all official travel by surface, air, or water—and other expenses related to that travel.

411.1 Using the most advantageous method

When you travel on official postal business, you must use the method of transportation that is the most advantageous to the Postal Service, considering both energy conservation and cost. In addition to transportation costs, you must consider other costs to the Postal Service, such as per diem, overtime, and lost worktime.

411.2 Using the most direct route

If your travel is interrupted or changed from the direct route for your personal convenience, your allowable per diem may not exceed the per diem for uninterrupted travel by a direct route. You must provide a cost comparison on your travel voucher. You will be paid the smaller amount.

411.3 Using unusual methods of travel

If you use methods of travel that are not the usual ones, you must justify your arrangements on the travel voucher and include a cost comparison to show how your arrangements benefit the Postal Service.

412 Accepting promotional incentives

You are obligated to account for any gift, gratuity, or benefit you receive from private sources incident to performing your official duties. This rule applies if you enter a promotional program sponsored by an airline, and, while traveling on official business, receive a discount as a result of entering that promotional program. However, you may keep gifts of nominal value, such as pens, pencils, note pads, and calendars that you receive as a result of official travel.

You may keep free upgrades to first class, memberships in executive clubs, and check cashing privileges, since those benefits have no value to the Postal Service.

You should forward all other incentives—such as half-fare coupons, discount coupons, etc.—to the appropriate Regional Director of Finance before the expiration date only if the local office is unable to use them. If you are a Headquarters employee, you should forward these promotional incentives to the Accounting Services Branch if your office is unable to use them.

413 Your responsibilities if the Postal Service is due a refund for unused or altered tickets

413.1 Obtaining refund coupons

.11 If any of the following situations occur, it is your responsibility to obtain a refund coupon from the carrier's ticket agent:

a. Services actually furnished are different from or of lesser value than those authorized.

b. You do not use a portion of a ticket.

.12 If you do not have unused tickets or coupons to show that your travel arrangements were changed, then you must obtain written acknowledgement from the common carrier's representative.

.13 When you complete your travel, you must attach the refund coupon or the written acknowledgement to Form 1012, *Travel Voucher*.

413.2 Canceling reservations and turning in unused tickets

.21 You or the person assigning your travel must cancel travel reservations and accommodations as soon as you know that you will not use the reservations.

.22 You must turn in unused tickets to the Postal Data Center; otherwise the carrier will not make refunds.

420

Travel on commercial carriers

421 Air and surface travel

421.1 Using discount fares

You must use the least costly services available, taking into account the need for efficiency in conducting business as well as your convenience, safety, and comfort. You must take advantage of Government rates and discount contract fares arranged by GSA.

421.2 Justifying higher costs

When the least costly fare is not available and you would be unreasonably delayed, inconvenienced, have your safety jeopardized, or be in substantial discomfort, you may use a higher cost service. However, you must consider the increased cost of the fare against

the other costs of the delay to the Postal Service, i.e., lodging, per diem, etc. If you use a higher cost service, you should obtain prior approval and include a statement on your voucher explaining why you used it and explaining how the higher cost service saves costs or otherwise benefits the Postal Service.

422 Air travel

422.1 What to do if you are refused seating on an overbooked flight

Under Civil Aeronautics Board (CAB) rules, when you, as a passenger, are denied transportation, the airline must state, in writing, your rights to compensation. If the airline refuses a seat for which you hold confirmed reservations, you should demand penalty payments from the airline's agent. You have these rights under the Denied Boarding Compensation Plan which governs most scheduled airlines.

422.2 What to do with a penalty payment

.21 If an airline issues a check because you were denied boarding, have them make it payable to the Disbursing Officer, U.S. Postal Service. You should send the check to the PDC with your travel voucher or with a statement in which you describe the circumstances and give the serial number of the Government Transportation Request (GTR) used to buy the ticket.

.22 If the airline makes the check payable to you as the traveler, you must endorse the check "For payment to the Disbursing Officer, U.S. Postal Service," and turn it in with your travel voucher or with a statement in which you describe the circumstances and give the serial number of the GTR used to buy the ticket.

423 Surface travel (train/bus)

423.1 Comparing methods of travel

For short distance trips, you should consider traveling by train or bus. Compare the cost of train or bus fare to the cost of plane fare and also consider other factors such as the time required to travel to an airport and typical taxi fares from the airport and from the train or bus station to your destination.

423.2 Paying for train/bus travel

Most interstate bus companies will accept a GTR. AMTRAK will not accept a GTR for travel valued at less than \$100. When buying a ticket, you should present your Postal Service identification and ask for Government rates. If your ticket costs less than \$100 and you will be traveling on AMTRAK for official postal business, you may obtain a travel advance to pay for your ticket. Another option is to pay for the ticket with your own money and use Form 1012, *Travel Voucher*, for a reimbursement.

424 Travel by Postal Service or GSA-contracted or GSA-owned vehicles

424.1 When to use a Postal Service or GSA-contracted or GSA-owned vehicle

.11 When it is advantageous to the Postal Service for you to travel by automobile, you are expected to use Postal Service-owned vehicles, GSA-contracted vehicles, or GSA-owned vehicles. If you have made a reasonable effort in advance to obtain a Postal Service-owned or GSA-contracted or GSA-owned vehicle and no such vehicle is available, the Postal Service may authorize the use of your privately owned vehicle (POV).

.12 The appropriate approving official authorizes the use of a Postal Service or GSA-contracted or owned vehicle. (See Appendix A, Part II, for approving authority.)

424.2 Using a GSA-contracted vehicle

.21 The GSA has contracted with car rental companies to obtain less costly Government rates. The use of a GSA-contracted vehicle should be limited to short-term use, i.e., daily or weekly usage. You can find information relating to Government-contract rentals in the Ground Transportation section of the *Federal Travel Directory*.

.22 The appropriate approving official will authorize the GSA-contracted vehicle after determining that there is no vehicle owned or leased by the Postal Service available.

424.3 Using a GSA-owned vehicle

.31 **Monthly basis.** You may only obtain a GSA Interagency Motor Pool System (IMPS) vehicle on a monthly basis. For information about leasing a GSA-owned vehicle, contact the Motor Equipment Services Division of the appropriate GSA regional office servicing your installation. You must complete GSA Form 494, *Monthly Motor Vehicle Use Record*, which is a two-part form. GSA provides one two-part Form 494 per vehicle to the vehicle user each month. The forms are preprinted with the same pertinent data (tag number, region number, motor pool number, and Billing Office Address Code number [BOAC]).

.32 **Completing Form 494.** You must complete Form 494 at the end of each month and return the first part to GSA for processing. You must submit the second part of Form 494 to the St. Louis Postal Data Center for verification of the billing charges that GSA subsequently makes. Enter your finance number in the **Project No.** block of the Form 494. Keep a photocopy of the form in your office for reference.

.33 **Coding Bldg/Acct. Number, Project No., and BOAC.** To assure the correct allocation of expenses for a GSA vehicle, you must be very careful in filling out the **Bldg/Acct. Number** and **Project No.** sections on both GSA

Form 494 and GSA Form 2556, Motor Pool Service Charge and Adjustment Record. Code Expense Account 52453 in the **Bldg/Acct. Number** field of these forms. Indicate the six-digit finance number in the **Project No.** block of these forms. Code BOAC (Billing Office Address Code) as 185000 in Block 6.

(Exhibits 4-1 and 4-2 are samples of Forms 494 and 2556 properly filled out, illustrating the five-digit Expense Account [52453] in the **Bldg/Acct. Number** block and the six-digit finance number in the **Project No.** block.)

424.4 Getting reimbursed for parking

When you use a Postal Service or GSA-contracted or GSA-owned vehicle, you will be reimbursed for necessary parking fees you incur while conducting official business. The same rules apply as for a POV. (See 436.1 for details.)

430

Travel by privately owned vehicle (POV)

431 When you can use your POV

431.1 Who authorizes use of your POV

Before your POV is authorized, the approving official must determine that using it will be advantageous to the Postal Service. See Appendix A, Part II, for approving authority.

431.2 How the approving official determines if your POV should be used

The approving official's decision will be based on, but not limited to, the following factors:

- a. Whether the schedules of commercial common carriers are suitable.
- b. Whether GSA/Postal Service vehicles are available.
- c. Whether using your POV would save in per diem, local transportation expenses, and travel time or workdays—even though these last two do not result in actual cash savings.
- d. Whether the vehicle will be used extensively in the vicinity of the temporary duty station.
- e. Whether the vehicle is required for civil defense travel.
- f. Any other cost consideration that may affect the overall cost of the travel.

432 How to calculate mileage allowance for a POV used instead of a GSA/Postal Service vehicle

432.1 Figuring distance and time

If no GSA/Postal Service vehicle is available, you can be reimbursed for all mileage incurred for official business. You determine distance by odometer readings or standard mileage guides. Travel time is the reasonable driving time for the distance you traveled. You must explain any substantial deviation from either mileage or travel time on your travel voucher. For standard rates, see Appendix B, Part I.

432.2 Choosing to use your POV as a personal convenience

.21 Full-time use. If you use your POV full time for personal convenience (instead of an authorized permanent Postal Service or GSA vehicle) you are reimbursed at the rates shown in Appendix B, Part I.

.22 Occasional use. If you are an occasional traveler, you are expected to use an assigned Postal Service or GSA vehicle when one is available. If a Postal Service or GSA vehicle is not available, you can be reimbursed for using your POV at the rates shown in Appendix B, Part I. These rates cover the following circumstances:

- a. You have been assigned a full-time Postal Service or GSA vehicle, but substitute your own vehicle periodically.
- b. You have not been assigned a Postal Service or GSA vehicle, but you have access to one, and still use your own vehicle.

435 Comparing costs of a POV against costs of common carrier transportation

435.1 Determining the cost of common carrier transportation

When you use your POV for personal convenience rather than using a common carrier, your reimbursement will be limited to the estimated cost of common carrier transportation, including estimated per diem. You should determine this cost by considering the following:

- a. If air travel is authorized, use the cost of the least expensive service available.
- b. If rail travel is authorized, use the cost of coach transportation.

435.2 Determining the cost of travel to and from terminals

When determining the estimated costs of common carrier transportation, use the cost of the least expensive transportation available to and from carrier terminals.

435.3 Determining per diem

The estimated per diem will be limited to the amount allowable if you had used the authorized mode of transportation.

435.4 Determining per diem for more than one temporary duty station

If your trip included more than one temporary duty station, you must reconstruct the entire trip so that you claim only the per diem periods that you would have claimed if you had used the authorized mode of transportation.

435.5 Taking excess time

If using your POV rather than a common carrier takes more time during normal working hours than using a common carrier, you will be charged leave for the excess time.

435.6 Cost comparison

You must show a cost comparison on the voucher, and you will be reimbursed the smaller amount.

436 Other allowed costs when using your POV

436.1 Parking

.11 You can be reimbursed for necessary parking fees you incur while conducting official business. This includes fees for parking at a hotel. You should support all parking claims with receipts if they are available. You must attach a receipt to the voucher for any parking fee that exceeds \$15.

.12 If you are required to use your POV on official business at a temporary duty station, you may be reimbursed on a prorated basis a portion of your monthly parking lot fees at your regular official duty station. To determine the prorated portion, divide the fee by the number of working days in that particular month and multiply by the number of days you used the parking for official business.

436.2 Travel to or from a terminal

.21 If another person drives you to or from the terminal, you may claim actual mileage for the round trip. If another person drives you to the terminal and returns to pick you up, you may claim two round trips. You may claim parking fees incurred by the driver when picking you up at the terminal. If you claim parking fees, you must attach the receipt to the voucher.

.22 If you drive, park your car at the terminal, and drive yourself home when you return, you may claim the actual mileage plus parking fees. You must submit a parking receipt.

.23 In traveling to an airport or a train or bus station, you must use a limousine, airport bus service, or other public transportation whenever possible since this is less expensive than a taxi. If your point of departure (home or other point) is not on a regular limousine route, you must take a taxi to the limousine terminal and use the limousine from there.

.24 If you use a taxi to or from an airport instead of available limousine or airport bus service, your reimbursement will be limited to the cost of the limousine or airport bus service plus taxi fare to the limousine terminal, unless you justify using a taxi in this circumstance in writing on the voucher.

.25 You may use a taxi between your home and official station or other designated points if you must use this official station or other point as a terminal. This also applies if you must transport baggage to that point for travel to, for example, civil defense exercises.

.26 Tips will be allowed up to a maximum of 15 percent of the limousine or taxi fare. If the amount of the tip is not an exact multiple of 5 cents, increase it to the next multiple of 5 cents. You must attach a receipt to the travel voucher for any taxi fare which exceeds \$15.00 plus tip ($\$15.00 + 2.25 = \17.25).

436.3 Joint travel

If two or more employees travel together on the same trip and in the same vehicle, the Postal Service will pay mileage only to the employee whose vehicle is used.

440

Travel by renting vehicles (other than GSA-owned or GSA-contracted vehicles)

441 Authorizing vehicle rentals for travel

The Postal Service will allow employees to rent vehicles such as automobiles, boats, aircraft, or other vehicles for travel on official business within or outside the designated duty station, if this is advantageous to the Postal Service. The appropriate approving official must authorize all vehicle rentals in advance. The Postal Service will also allow reimbursement for ferry fees; bridge, road, and tunnel fees; and airplane parking, landing, and tiedown fees. The vehicles rented should provide the least costly type of transportation available. When renting a vehicle, you must justify it on your travel voucher. You should explain the special circumstances which made the rental vehicle necessary.

442 Documenting vehicle rentals for travel

442.1 Obtaining a receipted bill

If renting a vehicle includes paying incidental expenses such as gasoline or oil, rent of garage, hangar or boathouse, subsistence of operator, ferrying, tolls, etc., you must obtain a receipted bill describing the service hired or rendered. This must include rates charged by day or hour, unit price, period of service, and rates for any operator or for the care of the equipment.

442.2 Using other documentation

If you don't have a receipted bill for services you paid for, you may use vouchers or bills charged to your credit card account.

443 Renting a car for travel

443.1 Obtaining government discounts

You may use rental cars when a Postal Service or GSA car is not available and use of an automobile is justified. If you use a rental car, you should request the usual discount given to Postal Service and government employees.

443.2 Reimbursement for insurance

The Postal Service will **not** reimburse you for collision damage waiver or personal accident insurance offered in commercial contracts by rental vehicle agencies. The only exception is for collision damage waiver insurance when it is required for a rented or leased vehicle in foreign countries.

443.3 Damage to a rental car

If the rented vehicle is damaged while being used for official business, the Postal Service will, in appropriate circumstances, pay for the following:

- a. The damage to the rented vehicle up to the deductible amount as stated in the rental contract; or
- b. The cost to repair the vehicle up to the amount of the value of the vehicle, minus salvage value.

The traveler should pay, or arrange to pay, for the cost to repair the rented vehicle, and claim the amount of damages on a travel voucher. Submit a completed Standard Form 91, *Operator's Report of Motor Vehicle Accident*, with your travel voucher, along with an itemized bill or estimates showing the cost to repair the vehicle. You must report the accident as soon as possible to the Management Sectional Center (MSC) accident investigator for the area where the accident occurred. For travelers to Headquarters, if the accident occurred within the District of Columbia, report the accident to the Postmaster, Washington, D.C.; Northern Virginia, report to the MSC Manager/Postmaster, MSC Northern Virginia; suburban Maryland, report to the MSC Manager/Postmaster, Prince Georges County, Maryland.

444 Using taxis for travel

444.1 Using public transportation

In traveling to an airport or a train or bus station, you must use a limousine, airport bus service, or other public transportation whenever possible since this is less expensive than a taxi. If your point of departure (home or other point) is not on a regular limousine route, you must take a taxi to the limousine terminal and use the limousine from there.

444.2 Using a taxi instead of public transportation

If you use a taxi to or from an airport instead of available limousine or airport bus service, your reimbursement will be limited to the cost of the limousine or airport bus service plus taxi fare to the limousine terminal, unless you justify using a taxi in this circumstance in writing on the voucher.

444.3 Using a taxi under other circumstances

You may use a taxi between your home and official station or other designated points if you must use this official station or other point as a terminal.

444.4 Tips

Tips will be allowed up to a maximum of 15 percent of the limousine or taxi fare. If the amount of the tip is not an exact multiple of 5 cents, increase it to the next multiple of 5 cents. You must attach a receipt to the travel voucher for any taxi fare which exceeds \$15.00 plus tip ($\$15.00 + 2.25 = \17.25).

450

Using your own airplane

If you are authorized to use your own airplane, you can only charge, as air mileage, the distance between the airport where the trip began and the airport where it ended. You must use the airway charts issued by the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce, to determine the air mileage. If you had to make a detour because of adverse weather, mechanical difficulty, or other unusual conditions, you may include the additional air mileage. You must explain the circumstances.

460

Other allowable transportation expenses outside your duty station

461 Transportation to and from common carrier terminals

You should use courtesy hotel/motel transportation between your place of lodging and the common carrier terminal. The Postal Service will reimburse you up to \$1 for nominal tips you give for this service. If this type of service is available and you do not use it, you must give a written justification on the voucher.

462 Transportation to conduct local business

Transportation by streetcar, bus, or subway between your hotel and your place of business is allowed as a transportation expense. Use of a taxi may be allowed if it is necessary to expedite travel.

463 Transportation to obtain meals

You are allowed expenses for daily transportation to obtain meals when suitable meals are not available at or near your temporary duty station or temporary place of lodging. You must attach a statement to your travel voucher to show why such travel was necessary.

464 Transportation to and from inconvenient lodging

When, for personal convenience, you lodge at a place inconvenient to a temporary duty station, the maximum you can claim is the cost of transportation from the temporary duty station to the most convenient lodging.

465 Expenses for excess baggage

465.1 What is excess baggage

The term "baggage" means Postal Service property and the traveler's personal property necessary for official travel. Baggage exceeding the weight or size carried free by transportation companies is classified as "excess."

465.2 What the Postal Service will allow

The Postal Service will allow excess baggage charges only if the approving official authorizes them. (See Appendix A, Part II.) Baggage in excess of the weight or size that is carried free by common carriers will be classified as excess baggage. Domestic flights generally allow two bags to be checked and one bag to be carried on at no additional expense.

466 Charges or tips for baggage

Charges or tips for handling Postal Service property may be claimed as a separate expense item, provided a statement is made on the voucher that baggage handled was Postal Service property. Charges or tips for handling personal baggage are part of the per diem allowance.

467 Expenses for telephone and other communication services

Telephone and other communication services may be used on official business when they are essential. You should use government-owned facilities when they are available. Charges for local telephone calls will be allowed, but only for official business. (See 751(g) for telephone calls related to relocation.)

470**Allowable
miscellaneous
travel and
travel-related
expenses****471 What are miscellaneous travel-related expenses**

These are expenses that are reasonable and necessary in conducting official business, that do not fall into any other expense category, and that are required to satisfy the traveler's work objective. Some examples are:

- a. Stenographic, typing, or clerical assistance.
- b. Guides, interpreters, or drivers.
- c. Storage of property used on official business.
- d. Rental of a meeting room at a hotel or elsewhere in order to transact official business.
- e. Rental of special equipment (such as viewgraphs, projectors, or flip charts).
- f. Fees charged for purchasing traveler's checks, money orders, or certified checks that are bought in connection with official travel. (The dollar value of the checks or money orders you purchase may not exceed your estimated reimbursable expenses.)

472 How to get reimbursed for miscellaneous travel expenses

Miscellaneous travel expenses must be authorized by an approving official. (See Appendix A, Part II.) When you pay cash, you may be reimbursed for actual expenses, if you submit paid invoices or receipts with your voucher (service, equipment, cost, dates, etc.). You will not be reimbursed if the person rendering the service is an employee of the government.

**MONTHLY MOTOR VEHICLE USE
RECORD**

GSA FORM 4-6 (REV 4-64)

GSA FORM 2558 (REV. 4-12)

5 Local Travel

510

Defining local travel

511 Traveling from your official duty station

Local travel is defined as travel within a 50-mile radius of your duty station.

512 Traveling from your residence

When it is advantageous to the Postal Service, you may be authorized to travel directly from, and return directly to, your residence.

513 Taking overnight trips

Overnight trips within a 50-mile radius of your duty station are not considered local travel. If you must remain on site overnight, it is considered regular travel. When you must stay on site and pay for meals and lodging, you may claim per diem. (See Appendix B, Parts II and III.) Claim per diem and lodging as regular travel on Form 1012.

514 What is not allowed

Daily commuting between your residence and your official duty station is not local travel. Getting to work is your responsibility.

520

What expenses are allowed for local travel

521 Reasonable expenses

Any reasonable subsistence expense that you incur as a result of official travel will be approved by the supervisor who authorized the assignment or trip. You must write a justification of the expenses on the approved voucher and attach a receipt for any expenditure over \$8. You can claim reimbursement for telephone charges and miscellaneous expenses you incur while transacting official business. Other examples of such expenses might be rental equipment (such as viewgraphs or movie screens) for training or meetings.

522 Meals while attending meetings and training

When you are required to attend meals as part of an official business session, you may be reimbursed for out-of-pocket expenses. You cannot claim per diem. You must state on the voucher that attendance was required.

523 Additional out of pocket expense - travel - training

An approving official (see Appendix A) can approve additional expenses you may incur as a result of travel for training. An example might be when you normally commute by mass transit (bus, subway, etc.) and would have to use a POV to reach your training destination. Any additional commuting expenses incurred by you as a result of this travel for training may be reimbursed.

524 Using a privately owned vehicle (POV)

524.1 Claiming reimbursement for mileage

You can be reimbursed at the standard mileage rates for using a POV. (See Appendix B.)

.11 If you are authorized to use a POV from your permanent duty station to your temporary duty station, you can claim actual mileage.

.12 If you are authorized to use a POV from your residence to your temporary duty station, you can claim round-trip mileage between your residence and the temporary duty station or between your permanent duty station and the temporary duty station, whichever is less.

.13 If you are authorized to use a POV to go from your permanent duty station to your temporary duty station and from there to your residence, you may claim the actual mileage from your permanent duty station to your temporary duty station, **plus** the actual mileage from the temporary duty station to your residence which exceeds the mileage from your residence to your permanent duty station.

The same rule applies if you are authorized to use a POV to go from your residence to your temporary duty station and from there to your permanent duty station.

524.2 Using a POV for specific assignments

You may be able to use a POV for specific assignments. Some examples of specific assignments are: investigation and route examinations, customer service travel, and postal systems examinations.

524.3 Claiming reimbursement—non-bargaining personnel

.31 Supervisors are reimbursed at a daily rate or standard mileage rate (see Appendix B, I.A.), whichever is **greater**, when a POV is authorized for the following assignments:

- a. Supervising carriers.
- b. Inspecting routes.

c. Motor vehicle service operations (supervising Postal Vehicle Service—PVS).

d. Airport ramp operations.

.32 Form 4570—Vehicle Time Record. The supervisor must submit a Form 4570 to the servicing Vehicle Maintenance Facility (VMF), showing the date and start/stop odometer readings. When claiming the daily rate, supervisors must indicate on Form 4570 the actual time devoted to the duties described above.

.33 Postmasters should follow the instructions for local travel and transportation of supervisory and non-supervisory personnel. (See Handbook F-1, 433.42.)

525 Using public transportation or taxis

You can claim reimbursement for public transportation expenses (bus, subway, etc.). You may claim taxi fare as well as a 15 percent tip for a taxi ride from your temporary duty station to your residence when other means of transportation are not available because of time of day or location. The fare claimed may not be more than the amount which you would have claimed from the temporary duty station to your official duty station. Taxis may also be authorized for other reasons when taking them is advantageous to the Postal Service.

530

Completing SF 1164 for local travel

531 Preparing SF 1164—*Claim for Reimbursement for Expenditures on Official Business*

Complete SF 1164 in duplicate. Itemize all transportation, mileage, and related expenses. If more than one voucher is required to cover travel within an accounting period, prepare the vouchers in chronological order. If you paid registration fees to go to a meeting, enter the amount in the miscellaneous column. Submit it to the official who authorized the assignment or trip for signature. (See Exhibit 5-1.) Inspectors may not claim investigative expenses on Form 1164.

532 How to get reimbursed for local travel expenses

532.1 If the claims are under \$100—imprest fund

If the amount on the voucher is \$100 or less, you should submit the approved SF 1164 in duplicate to the imprest fund cashier for cash payment, provided funds are available. When funds are not available, the imprest fund cashier will issue a commercial check. When you are paid, enter the amount and date on the form, and sign the original. The cashier retains the copy for the file and forwards the original to the PDC to reimburse the imprest fund. All offices using imprest funds for travel must furnish a list of approving officials to the cashier.

532.2 If the claims are under \$100—post office funds

When local post office funds are available, post offices can pay cash for certain local travel when you submit SF 1164. When cash is not available, the post office will issue a Treasury check or postal money order. Your expenses should not exceed \$100.

532.3 If the claims exceed \$100

When expenses exceed \$100, you must forward the signed, approved SF 1164 in duplicate to the PDC for review, certification, and payment.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1 DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2 VOUCHER NUMBER
		US Postal Service	3 SCHEDULE NUMBER
Read the Privacy Act Statement on the back of this form			
4. CLAIMANT:	a NAME (Last, first, middle initial)	b SOCIAL SECURITY NO	5. PAID BY
	c MAILING ADDRESS (include ZIP Code)	d OFFICE TELEPHONE NUMBER	
	Jones, Jane A.	123-45-6789	
	US Postal Service Headquarters - Room 8412	245-5555	

6. EXPENDITURES (If fare claimed in col (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE 19__83	C O D E	Show appropriate code in col (b): A—Local travel B—Telephone or telegraph, or C—Other Expenses (itemized)		MILEAGE RATE 20 ¢	AMOUNT CLAIMED				
		(Explain expenditures in specific detail)			MILEAGE (f)	FARE OR TOLL (g)	ADD PER- SONS (h)	TIPS AND MISCEL- LANEOUS (i)	
		(c) FROM	(d) TO						
May 8	A	Headquarters and Return	Post Office Hyattsville, MD	14	2 80				
9	A	Headquarters and Return	Post Office Vienna, VA	32	6 40				
12	A	Headquarters and Return	Post Office Rosslyn Sta., Arl., VA (METRO)			1 10			
13	A	Headquarters and Return	Postal Rate Comm. 2000 "L" St., NW			1 20			20
16	A	Headquarters and Return	Post Office Lanham, MD	22	4 40				
16	B	Lanham, MD (Telephone Call) to HDQTRS.							15
If additional space is required continue on the back				SUBTOTALS CARRIED FORWARD FROM THE BACK					
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) \$ 17.65				TOTALS		13 60	3 50		55

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

Sign Original Only

APPROVING
OFFICIAL
SIGN HERE

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED
CERTIFYING
OFFICER
SIGN HERE

ACCOUNTING CLASSIFICATION

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only <i>Jane A. Jones</i>		DATE
CLAIMANT SIGN HERE	Jane A. Jones	
11. CASH PAYMENT RECEIPT		
a PAYEE (Signature)	b. DATE RECEIVED	
	c. AMOUNT	
12. PAYMENT MADE BY CHECK NO		

Finance #10-3881

6 Special Travel

610

Introduction/ Purpose

This chapter covers:

- a. Travel for civil defense (Section 621).
- b. Expenses for witness duty (Section 622).
- c. Expenses for jury duty (Section 623).
- d. Travel at the request of another Postal Service installation (Section 624).
- e. Travel at the request of a government agency (Section 625).
- f. Travel of employees as representatives of employee organizations (Section 626).
- g. Travel to attend meetings, conferences, and training sessions (Section 627).
- h. Travel of persons who are not Postal Service employees (Section 630).
- i. Travel of spouse (Section 636).
- j. Foreign travel (Section 643).
- k. The rules and procedures relating to the death of a Postal Service employee while on travel (Section 650).

620

Types of special travel

621 Civil defense travel

If Postal Service employees participate in civil defense tests and activities, officials listed in Appendix A, II.A., may authorize travel by privately owned vehicle (POV) to and from emergency locations. Employees using POVs for civil defense travel are considered to be on official business and acting within the scope of their employment. See Appendix B, I.A., for mileage rates.

622 Witness duty

622.1 Expenses while serving as a witness—court leave

If you serve as a witness while on court leave, you may keep any money you receive for travel and subsistence expenses. (For fees associated with witness duty, see ELM 516.34 and 516.4.)

622.2 Expenses while serving as a witness—official duty

If you serve as a witness while in an official duty status, you are entitled to compensation from the Postal Service for actual allowable expenses (travel and subsistence) as set forth in Appendix B. You may accept authorized witness fees and expense allowances, but you may only keep an amount equal to your actual allowable expenses. You must pay back any amount over your actual allowable expenses to the Postal Service. If the amount you are paid does not cover your actual allowable expenses, you may file a travel voucher to cover the rest. You must specify the amount you have already been paid and attach your subpoena to the travel voucher.

622.3 Expenses while serving as a witness—other

If you serve as a witness and are not entitled to be on court leave or in an official duty status, you may keep any fees or other compensation you receive for serving. (See ELM 516.32 and 516.43.)

623 Jury duty

623.1 Allowances for travel and other expenses—Federal court

If you receive allowances for travel, subsistence, and other expenses as part of your jury duty in a Federal court, you do not have to pay that money to the Postal Service.

623.2 Allowances for travel and other expenses—State and other courts

In states or counties within a state where jurors receive an expense allowance or expense money instead of a court fee, you are entitled to keep an amount equal to the authorized Postal Service per diem allowance for each day that you are on court leave. You must pay the rest of the money to the Postal Service. The exact amount that you may keep is figured by multiplying the per diem rate per quarter by the number of quarters during which you perform jury service, whether or not the jury service extends over a 24-hour period. (See Appendix B, Part II.)

624 Travel at the request of another Postal Service installation

624.1 Travel expenses

.11 Who pays travel expenses. When you are traveling for an interview or review committee meeting at the request of another Postal Service installation, the requesting officials' organization pays your allowable travel expenses.

Exceptions: a) The Office of Training and Development (OT&D) pays the interview expenses for placing MAS Master Instructors who have completed or are about to complete their two-year assignments. b) The Sectional Center Facility (SCF) with the vacancy pays the interview and relocation expenses for postmaster vacancies.

.12 What documentation you must have. The requesting office must give you a memorandum showing the proper finance number for you to charge for your travel and relocation (if involved). You must attach a copy of the memorandum to the Form 1012, *Travel Voucher*.

624.2 Preparing Form 1012, *Travel Voucher*

You must prepare a Form 1012, *Travel Voucher*, and submit it to the requesting office, which will approve and forward it to the appropriate PDC.

624.3 Preparing a *Government Transportation Request (GTR)*

If you will be traveling on a common carrier, you should prepare a GTR (SF 1169). The GTR must have the finance number of the requesting office, the appropriate account and subaccount numbers to be charged, and the correct paying PDC.

625 Travel at the request of a government agency

When a government agency requests you to travel, you must obtain approval from your appropriate approving official, as identified in Appendix A, II.A. The agency requesting the official travel should issue the GTR and that agency should reimburse your travel expenses after you have submitted your travel voucher to that agency. Allowances for subsistence may not be less than Postal Service regulations authorize.

626 Travel of employees as representatives of employee organizations

626.1 Allowable travel

PCES executives (see Appendix A, II.A.) may authorize or approve travel of employees who are representatives of employee organizations, in connection with the following:

a. Activities of joint employee-management cooperation committees when the activity is primarily in the interest of the Postal Service. Examples of this type of activity might include joint efforts for preventing accidents, reducing absenteeism, improving communication, ensuring equal employment opportunity, and maintaining employee productivity and morale, among others.

b. Special consultation or special negotiation sessions, when called by postal officials.

626.2 Non-allowable travel

The Postal Service will **not** authorize travel in connection with the following:

- a. Internal employee-organization business, such as attending meetings, conferences, or training which are **sponsored by employee organizations. (Exception:** Travel will be authorized if these activities meet the needs of the Postal Service and the Postal Service requires the employee to attend.)
- b. **Regularly** scheduled negotiation sessions for negotiating an agreement.

627 Travel to attend meetings, conferences, and training sessions

627.1 Travel to attend meetings and conferences

PCES executives (see Appendix A, II.A.) may authorize or approve travel for employees to attend meetings and conferences—within or outside the Postal Service. You should charge this expense to the regular travel accounts. (See Appendix C.)

627.2 Travel and expenses for training activities

If you are assigned to training, you will be eligible to be reimbursed for travel expenses in the same manner as for travel to a temporary duty station. (See Appendix B.I.A.)

628 Lodging at the Management Academy and Technical Center

If you attend the Management Academy in Potomac, MD, or the Technical Center in Norman, OK, you will stay at no expense in quarters the Postal Service has leased, or owns.

630

Travel by persons who are not Postal Service employees

631 Approving expenses of non-Postal Service employees

Travel expenses of persons who are not Postal Service employees may be allowed while they are away from their homes or regular places of business. These expenses will be paid according to Postal Service policy as stated in this handbook. A GTR may be used for this travel. If payment for travel expenses is covered by contract, the expenses will be paid as the contract stipulates.

632 Approving travel of advisory councils and boards

The Postmaster General, Deputy Postmaster General, Senior Assistant Postmaster General, Administration Group, and the Executive Assistant to the Postmaster General are authorized to approve and sign vouchers for travel by members of boards, councils, or other groups which function as advisers to the Postmaster General.

633 Approving travel of expert consultants

All Officers (see Appendix A, Part I) of the United States Postal Service, Regional Department Directors, and Regional Chief Inspectors are authorized to approve travel by expert consultants who are employed intermittently. The Postal Service may allow the travel expenses of expert consultants when they are away from their homes or regular places of business.

634 Approving travel of other non-Postal Service employees

PCES executives are authorized to approve travel for non-Postal Service individuals who are:

- a. Traveling to confer with postal officials on official postal matters; or
- b. Traveling for the benefit of the Postal Service.

635 Approving travel of potential Postal Service employees

Only Officers of the Postal Service may approve reimbursing potential employees for expenses of travel to Postal Service employment interviews.

636 Approving travel of spouse

636.1 Obtaining approval for spouse's travel

If you are on an extended duty or training assignment and wish to have your spouse accompany or visit you, rather than taking intermediate trips home, the Postal Service will pay the cost of the round-trip fare for your spouse. You will need to get the approval of the appropriate approving official before the assignment begins. (See Appendix A, II.A.) You must justify the cost on your request for approval and you must attach both the justification and the appropriate official's approval to a travel voucher. The same is true if you wish to have your spouse visit you instead of your making an intermediate trip home. You may use GTRs for your spouse's transportation in both these cases, but they must be approved by the approving official. You cannot claim per diem expenses during your spouse's weekend visit, and except for those instances where based lodging agreements are entered into (See Part 216.2) you cannot claim lodging costs.

636.2 Travel of spouses of employees from Alaska, Hawaii, Puerto Rico, or U.S. possessions

If you are from Alaska, Hawaii, Puerto Rico, or United States possessions and must attend Technical Training Center courses in Norman, OK, you may be authorized to bring your spouse to Norman or to an intermediate point. However, total costs for both you and your spouse may not exceed round-trip transportation and applicable per diem expenses for one person from the training site to your permanent duty station, based on the least costly transportation normally used. Cases of this sort must be approved in advance by the appropriate approving official. (See Appendix A, II.A.) Travel vouchers you subsequently submit must have the documentation attached showing the appropriate official's approval. (See Appendix A, II.A.)

636.3 Additional expenses

In either of the above cases (636.1 and 636.2), you must pay additional expenses, such as meals and lodging, for your spouse.

640

Travel outside CONUS

641 Change in per diem rates

When a change occurs in the per diem rate during the day, the rate in effect at the beginning of the quarter in which the change occurs will continue until the end of that quarter. For travel originating in the continental United States (CONUS) to a point outside CONUS, the **outside CONUS** rate will apply for the entire trip. Conversely, when the travel is from outside CONUS to a CONUS destination, the CONUS rate applies for the entire trip.

642 Travel to Alaska, Hawaii, Puerto Rico, and U.S. possessions

You must submit claims for travel to Alaska, Hawaii, Puerto Rico, and U.S. possessions on an actual expense basis. Amounts you claim for each day of travel, however, may not exceed amounts authorized and published by the Department of Defense Travel and Transportation Allowance Committee. You must support any expenses you claim in excess of \$15 for subsistence (meals, taxi fares, etc.) with receipts attached to the travel voucher.

643 Foreign travel

643.1 Approving foreign travel

The Postmaster General (PMG), or, in his absence, the Deputy Postmaster General (DPMG), approves foreign travel.

643.2 Requesting foreign travel

.21 Travel to countries other than Canada and Mexico

.211 Submitting a request. You must submit a request for foreign travel through the appropriate Assistant Postmaster General (APMG), Senior Assistant Postmaster General (SAPMG), Chief Postal Inspector (CPI), or Regional Postmaster General (RPMG), who will transmit the request to the APMG, International Postal Affairs (IPA). The APMG, IPA, will evaluate all aspects of the travel and will forward the foreign travel requests to the Executive Assistant to the Postmaster General. The PMG will make a decision and return it to the requesting office through IPA. IPA will coordinate travel with the foreign postal administration and with other federal agencies and will assist you in obtaining the required travel credentials.

.212 Exception. This policy does not apply to travel by postal inspectors on official criminal investigations. That travel is governed by internal instructions of the Inspection Service.

.22 Travel to Canada and Mexico

.221 Submitting a request. You must submit a request for official travel to Canada or Mexico to the appropriate SAPMG, CPI, RPMG, or APMG reporting directly to the PMG. When you submit the request, you must send a copy of the request to the APMG, IPA. When the decision is made, the approving official will send a copy to the APMG, IPA. IPA will coordinate travel with the foreign postal administration and with other federal agencies, and will assist you in obtaining the required travel credentials.

.222 Exception. This policy does not apply to Inspection Service, regional, and field personnel who travel to Canada or Mexico on short-term travel and for continuing, normal postal discussions with Canadian and Mexican postal representatives.

644 International conferences, congresses, and meetings of international postal organizations

644.1 Who authorizes the travel

The PMG, or in his absence, the DPMG, authorizes travel of members of the United States delegations to attend international conferences, congresses, and meetings of international postal organizations.

644.2 Who prepares the documents

The APMG, IPA, is responsible for preparing the necessary documents and for obtaining approval of the U.S. delegation from the PMG, or the DPMG.

645 What to include with your request

Requests for travel must include a copy of the supporting documents (invitation, announcement, etc.), a statement of justification, the expected benefit to the Postal Service, an estimate of cost, and your proposed schedule

646 When to submit your request

You must submit a request for foreign travel as early as possible, and no fewer than 21 days before your anticipated date of departure.

647 Completing foreign travel

647.1 Preparing a report

Within 30 days after completing the travel, you must prepare a written report. Send a copy of this report to the APMG, IPA.

647.2 Returning your official passport

You must return your official passport to IPA promptly after completing the foreign travel.

648 Other requirements

648.1 Using excess and near-excess foreign currencies

Office of Management and Budget (OMB) Circular No. A-20 and the subsequent Foreign Currency Bulletins give information about using excess and near-excess foreign currencies for travel, transportation, per diem and related costs which may vary from country to country. IPA will give you a copy of this information when it is applicable.

648.2 Using American air carriers

Because of the Fly America Act, you must use American air carriers, regardless of cost, convenience, or personal travel preference. In unusual circumstances, an Officer of the Postal Service may authorize an exemption from using American air carriers. You must request this exemption at least two weeks ahead of your departure date.

649 Allowable subsistence expenses

649.1 What is the most you can be reimbursed

The most you can be reimbursed for each day of travel is limited to the amount authorized by the Department of State, Standard Regulations (Government Civilians, Foreign Areas), for the locality in which you are traveling, plus 50 percent.

649.2 What do allowable subsistence expenses include

Allowable subsistence expenses include:

- a. All charges for meals and lodging.
- b. All fees and tips to waiters, porters, baggage carriers, bellhops, and hotel maids.
- c. Telegrams and telephone calls reserving hotel accommodations.
- d. Laundry and cleaning or pressing of clothing.
- e. Transportation between places of lodging or business and places where meals are taken.

649.3 What other expenses may be reimbursed

The Postal Service may authorize or approve reimbursement for the following types of expenses:

- a. Commissions charged for converting currency in foreign countries.
- b. Exchange fees for cashing U.S. Government checks or drafts issued to reimburse you for travel expenses in foreign countries. (Exchange fees incurred in cashing salary checks or drafts will not be allowed in travel accounts.)
- c. Fees for passports and visas, the cost of photographs for passports and visas, costs for certificates of birth, health, and identity, charges for affidavits, and charges for inoculations which cannot be obtained through a Federal dispensary.
- d. The cost of additional vehicle insurance (collision damage waiver insurance) when required to rent or lease a vehicle in foreign countries.

649.4 Figuring the least costly method

IPA will decide whether travel to foreign countries will be on a per diem basis, based on the Department of State, Standard Regulations (Government Civilians, Foreign Areas), or on an actual expense basis, whichever will be the least costly to the Postal Service. In any event, receipts for lodging are required.

650**Death of an
employee in
travel status****651 Notifying next of kin**

When the head of a Department, Regional Postmaster General, Postal Data Center Director, or head of any postal installation is informed of the death of a postal employee in a travel status, that official must immediately notify the next of kin or legal representative of the employee. The official should also notify the appropriate Regional Postmaster General and Executive Assistant to the Postmaster General.

652 Assisting with arrangements

Whenever practical, a representative of the Postal Service should be available to direct or assist in arranging for the body to be prepared and transported.

653 What expenses are allowed**653.1 General types of expenses**

When a Postal Service employee dies while traveling on official business, the Postal Service will pay certain expenses relating to preparing and returning the body to the residence or place of burial.

653.2 Costs of preparing the body for burial

The Postal Service will pay the expenses of preparing the body for burial. These expenses include all ordinary costs of embalming/cremation, necessary clothing, and a casket or a container for shipping the body.

.21 If the employee's death occurs within the United States, the Postal Service will pay actual expenses up to \$600 for preparing the body. The expenses must be supported by receipts.

.22 If the employee's death occurs outside the United States, the Postal Service will pay all expenses necessary to comply with foreign and U.S. port-of-entry laws.

653.3 Costs of transporting the body

The cost of transporting the body from the place of death to the place of interment is limited to the cost of:

- a. Removing the body from the place of death to a local mortuary.
- b. Getting burial and shipping permits.
- c. Acquiring and sealing an outside shipping case.
- d. Transporting the body from the mortuary to an undertaking establishment at the place of interment.

653.4 Costs of transporting personal effects

The Postal Service will cover the cost of packing and transporting personal effects from the place of death to the official duty station or family residence. This cost covers only:

- a. Clothing and personal property the deceased needed during the assignment.
- b. Expenses of family members or employees which were necessary to retrieve an authorized POV from the place of death, using the most economical transportation.

654 How expenses are paid

If a Postal Service representative is present at the place of death, he or she should use a GTR to transport the body by common carrier. If the body is shipped by express, a Government Bill of Lading (GBL) should be used when possible. The family or local Postal Service representative must make arrangements to bill the employing office for allowable expenses. The employing office will prepare Form 1012 and submit it to the servicing PDC for payment. If the family or a legal representative has paid the cost of preparing and transporting the body and personal effects, they will be reimbursed when they submit paid receipts. The paying office will attach the paid receipts to Form 1012.

7 Relocation Allowances

710

Introduction

711 What this chapter covers

This chapter covers the reimbursement of reasonable relocation expenses for eligible U.S. Postal Service employees who change jobs within the Postal Service and relocate. These expenses are to be charged to the budget of the new official station.

712 What expenses are allowed

You may be reimbursed for the following relocation allowances:

- a. Advance round trip (Section 720).
- b. En route travel (Section 730).
- c. Transportation of privately owned vehicles (Section 733).
- d. Temporary quarters (Section 740).
- e. Miscellaneous expense allowances (Section 750).
- f. Transportation and temporary storage of household goods (Section 760).
- g. Real estate transactions and unexpired leases (Section 770).
- h. Transportation of mobile homes (Section 780).
- i. Relocation as part of the Management Associate Program (Section 790).

713 Definitions

Unless otherwise specifically provided in these regulations, the following definitions apply:

- a. **Continental United States (CONUS)** means the 48 contiguous states and the District of Columbia.
- b. **Effective date of transfer or appointment** is the date on which an employee or new appointee reports for duty at the first or new duty station.

c. **Household goods** means personal property which may be transported legally in interstate commerce and which belongs to you and your immediate family at the time shipment or storage begins. The term includes household furnishings, equipment and appliances, furniture, clothing, books, and similar property. It does not include property which is for resale or disposal rather than for use by you or members of your immediate family. It also does not include items such as motorcycles and similar motor vehicles, airplanes, camper trailers, boats, birds, pets, livestock, building materials, or any property intended for use in conducting a business or other commercial enterprise.

d. **Immediate family** means any of the following named members of your household at the time you report for duty at your new permanent duty station: spouse; children. The term "children" includes natural offspring, stepchildren, adopted children, grandchildren, legal minor wards, or other dependent children who are under legal guardianship of you or your spouse. Each of these children must be either:

- (1) Unmarried and under 21 years of age; or
- (2) Physically or mentally incapable of supporting himself or herself, regardless of age; or
- (3) An unmarried full-time student under 23 years of age.

A child born after your effective date of transfer is considered a part of your immediate family if the travel of you or your spouse to the new official station is prevented at the time of the transfer because of advanced stage of pregnancy. Dependent parents of you or your spouse are also considered part of your immediate family. Generally, the individuals named above are considered dependents if they receive at least 51 percent of their support from you or your spouse. However, this percentage of support criterion will not be the decisive factor in all cases. Individuals may also be considered dependents for the purposes of this chapter if they are members of your household and, in addition to their own income, receive support (less than 51 percent) from you or your spouse without which they would be unable to maintain a reasonable standard of living.

e. **Mobile homes** means all types of mobile dwellings constructed for use as residences and designed to be moved.

f. **Official station** means the building or other place where the employee regularly reports for duty.

714 Who is eligible to claim moving expenses

The Postal Service will pay properly authorized relocation allowances in the following cases:

- a. *Transferred employee.* When you transfer from one official station to another for permanent duty, that transfer must be in the interest of the Postal Service and not primarily for your convenience or benefit, or at your request.
- b. *Newly hired employee.* When a newly hired employee's official duty station is at a different location from the place of residence at the time of appointment, relocation expenses will be allowed only if the expenses are authorized by an appropriate Officer of the Postal Service. (See Appendix A, Part I.)
- c. *Newly hired MSC Manager or Postmaster.* When a newly appointed MSC Manager or Postmaster does not reside within the delivery limits of the post office to which he or she is appointed, the MSC Manager or Postmaster must move there within one year of the date of appointment. Exceptions to the residency requirement must be approved by the Postmaster General (PMG); this authority will not be delegated. A request for an exception must go through the Regional Postmaster General (RPMG), who will make the necessary recommendation to the PMG. When a postmaster vacancy is filled by an employee on the rolls of the office that has the vacancy, the residency requirement does not apply unless, in the opinion of the RPMG, the employee lives too far away to fulfill community relations responsibilities. (See 718.4.)
- d. *Relocation resulting from a reduction in force (RIF).*
 - (1) If you transfer to a new official station after being notified of involuntary separation, you are eligible for relocation allowances, subject to the limitations for short distance moves. (See 718.4.)
 - (2) If you leave the Postal Service because of a RIF or transfer of function, and are re-employed within one year of your separation date to a permanent appointment at a different duty station, you are eligible for relocation allowances, subject to the limitations for short distance moves. (See 718.4.)
- e. *For several family members employed by the Postal Service.* If two or more members of an immediate family are entitled to relocation allowances under these regulations, the authorized relocation allowances will apply only to the member specified on Form 178. The other member is eligible as a family member only.

715 Signing a service agreement

715.1 What is a service agreement

Before the travel order is approved and any payments are made, you must agree by signing Form 2444, *Agreement to Remain in the Postal Service* (Exhibit 7-2), to remain in the Postal Service for 12 months after the effective date of transfer or appointment. Copies of Form 2444 should not be sent to the PDC. A signed Form 2444 for 12 months is required for each permanent change of station. No travel advance will be authorized unless you have signed the Form 2444.

715.2 Your liability under the agreement

.21 You may leave the Postal Service while the agreement is in effect for reasons beyond your control; however, your leaving must be acceptable to the Postal Service.

.22 If you violate the agreement, you will have to pay back any money that the Postal Service has spent for your travel, transportation, and allowances in accordance with Handbook F-16, *Accounts Receivable*.

.23 If you are transferred a second time within the 12 months of your service agreement, you must sign a second agreement for an **additional** 12 months. The first agreement remains in effect even if you relocate again before the 12 months are up. You are liable for the full 12-month period for **each** transfer for which you have signed an agreement.

716 Withholding tax for relocation expenses

716.1 Relocation expenses subject to Federal income tax withholding

.11 The following relocation expenses are subject to Federal income tax withholding:

- a. Miscellaneous expense allowances.
- b. Advance round trip reimbursements including GTR cost.
- c. Allowances for temporary quarters. You are allowed up to \$1,500 of the combined expenses for advance round trip and for temporary quarters.
- d. Expenses connected with selling and buying a residence or terminating a lease. You are allowed up to a \$3,000 reimbursement for selling and/or buying a home or for terminating a lease, reduced by the amount allowable for the advance round trip and temporary quarters.

.12 The Postal Data Center (PDC) withholds taxes at the rate of 20 percent rounded to the nearest dollar. Actual tax liability is determined by you and the Internal Revenue Service at the time you file tax returns. The PDC makes

the computation (except on Field Inspection Service relocation vouchers). The Postal Service will supply you with a separate Form W-2, *Wage and Tax Statement*, as well as IRS Form 4782, *Employee Moving Expense Information*, for all relocation expenses.

716.2 Relocation expenses not subject to Federal income tax withholding

Certain relocation expenses are not subject to Federal income tax withholding. They are:

- a. Expenses for moving household goods and personal effects from the former residence to a new residence.
- b. Reasonable expenses, including meals and lodging, that you and your immediate family incur en route to the new residence.

717 Issuing Form 178, *Specific Travel Order*

Form 178, *Specific Travel Order - Relocation* describes the relocation expenses you are entitled to. The appropriate approving official at the new duty station issues and signs this form. Form 178 is issued **before** you travel or ship your goods. See Exhibit 7-1, pages 1 and 2, for an example of a properly prepared Form 178. Check item 6 to show that you have signed Form 2444 and that it is on file. If travel of family and shipment of household goods is authorized, it is indicated in items 12 and 13 of Form 178. (If you claim transportation for parents, the Travel Order must show that the parents are dependent as described in 713(d).)

718 Limitations on moving

718.1 Maximum time for completing your move

You should complete your move as soon as possible. You must complete all allowable travel and transportation within three years from the effective date (date for reporting for duty at your new official station) of your transfer or appointment. The time limit for real estate transactions is one year, but this time limit may be extended for up to two additional years. See 771.2(d) for details.

718.2 Time extension for military service

The period for completing your relocation may be extended for any time you spend in military service.

718.3 Time extension for duty outside the continental United States (CONUS)

If you are reporting for duty outside the continental United States (CONUS), the period may be extended for any time lost as a result of shipping restrictions.

718.4 Moving a short distance

If you are moving only a short distance within the same general area, the Postal Service will not reimburse relocation expenses. To determine whether a short distance move is involved, the Postal Service will consider such factors as relative commuting time and distance. Ordinarily, your new one-way commuting distance between your new residence and your new duty station must be at least 10 miles more than the one-way commuting distance between your old residence and your old duty station or your former place of employment. Postmaster positions, which have specific residency requirements, according to instructions or policy published by Employee and Labor Relations Group, are not constrained by the 10-mile criterion. In these cases, the Postal Service will pay relocation allowances regardless of the distance involved. (See 714.3.)

719 Taking relocation leave

If you are eligible for relocation allowances, you are entitled to a maximum of five days of leave with pay. This is administrative leave and is not to be charged to any other leave that you may be entitled to under existing policies (e.g., sick leave, annual leave). The granting of this leave is non-discretionary and in addition to any travel time; you should take the leave immediately before and/or after physically moving your household. If you are a new employee, or have transferred from another Government agency or the private sector, you do not qualify for this benefit.

720

Taking an advance round trip

721 General rule

When circumstances warrant, the appropriate approving official may authorize travel and transportation expenses for one advance round trip for the purpose of seeking a permanent residence or mobile home site at the new official station. You may take this trip with your spouse or either of you may take it alone. If you take this trip, you must take it before you report to your new official duty station. If your spouse takes this trip instead of you, he or she must take it before your family moves to the new duty station, but not later than two years from your reporting date. New employees and their spouses will not be allowed an advance round trip unless an Officer of the Postal Service authorizes it.

722 What will and will not be authorized

722.1 Authorizing the advance round trip

The advance round trip is for the purpose of locating permanent housing. In deciding whether to authorize an advance round trip, the approving official will consider whether the trip will limit time you spend in temporary quarters. If an advance round trip is authorized, you must meet all of the following requirements:

- a. You have formally agreed to transfer to the new duty station; and

b. You have signed Form 2444 and it is on file; and

c. The distance between the old and new duty station is more than 75 miles via a usually traveled surface route.

722.2 Amount of time for the advance round trip

The Postal Service will allow a reasonable amount of time for the advance round trip, considering the distance between old and new duty stations, the mode of transportation to be used, and the housing situation at the new location. In no case will the Postal Service allow for an advance round trip at its expense of more than 10 consecutive calendar days (nine nights of lodging), including travel time. In authorizing a mode of transportation, the Postal Service will allow for minimum time en route and maximum time at the official station locality. You will be considered to be working during the period of absence for the approved round trip and will not be charged leave.

722.3 Authorizing a POV

If the Postal Service authorizes the use of a privately owned vehicle (POV), your mileage will be reimbursed at the standard mileage rate. (See Appendix B, Part I.)

722.4 Authorizing local transportation

The Postal Service will allow reasonable expenses for local transportation in the locality of the new official duty station. However, you should request realtors to provide transportation when helping you locate a new home. While use of POV or public transportation where applicable is encouraged, claims for expenses related to the use of rental cars or taxis may be reimbursed. However, you should always obtain the lowest cost rentals.

722.5 Claiming per diem and lodging expenses for the advance round trip

If you or your spouse take the advance round trip alone, you may claim the standard quarterly per diem (see Appendix B, Part II) and actual lodging expenses. If you and your spouse take the advance trip together, the per diem rates are as follows:

For you:	Standard quarterly per diem rate plus actual lodging.
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For your spouse:	75 percent of the standard quarterly per diem rate.
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For advance round trips to Alaska, Hawaii, Puerto Rico, or United States possessions, per diem for you is allowed at the rate published by the Department of Defense in Civilian Personnel Per Diem Bulletins. Per diem allowance for your spouse is 75 percent of the rate allowed you.

722.6 Declining the transfer

If, after making an advance round trip, you decline the transfer, you must repay the Postal Service for all travel and transportation expenses for the trip.

730

Reimbursement for en route travel

731 Transportation expenses

When an employee or new appointee uses a privately owned vehicle for traveling to the new duty station, this use is considered advantageous to the Postal Service and mileage will be reimbursed at the mileage rates in Appendix B, Part I.

732 Subsistence expenses

732.1 General rules

.11 The Postal Service will pay per diem allowances on the basis of total time required to complete the trip. You must average a driving distance of at least 300 miles per day.

.12 When computing the per diem amount for a prescribed minimum driving distance per day, the Postal Service will allow one-fourth of the daily standard per diem for each one-fourth of the prescribed minimum driving distance. Thus, you would be entitled to one-fourth of the daily standard per diem for each 75 miles or fraction of it.

.13 If the actual travel involves departure and/or destination points other than the old and new residence, the mileage reimbursement and per diem allowance may not exceed the amount which would be paid for the trip from the old official station to the new official station.

732.2 Amount of subsistence expense that the Postal Service will allow for en route travel

.21 You and your family, or your spouse and your family, are entitled to actual expenses for lodging, plus the following:

a. For you: Standard per diem rate.

b. For your immediate family members: 75 percent of the standard per diem rate.

.22 When your spouse is not accompanying you but travels at a different time, your spouse's per diem will be at the standard per diem rate.

.23 The limitation provision that allows no per diem for travel less than 10 hours does not apply to en route travel. The per diem rate is contained in Appendix B, II.B.

.24 Refer to Exhibit 8-3 (page 2) for an example of a voucher prepared for claiming this allowance. You must supply lodging receipts to support the claim on the travel voucher.

733 Transporting privately owned vehicles (POVs)

733.1 Conditions for transporting a POV

The Postal Service may authorize transportation of a POV in connection with a transfer or assignment to a new official duty station. This authorization will only be made if you bought the vehicle before you became aware that you would be assigned to a new duty station to which the transportation of a vehicle would be authorized.

733.2 Conditions for transporting more than one POV

Under any of the following circumstances, the Postal Service may authorize moving more than one POV:

- a. If there are more members of your immediate family than can reasonably be transported with luggage in one vehicle.
- b. If, because of age or physical condition, it is necessary to transport one or more members of your immediate family in one vehicle, and a second vehicle is required for the other members of the family.
- c. If you must report to the new official station ahead of members of your immediate family.
- d. If a member of your immediate family travels unaccompanied between authorized points other than those for your travel.
- e. If your immediate family members must travel to the new official station ahead of your reporting date, for an acceptable reason.
- f. If the Postal Service considers that the second vehicle is necessary at the new location for you to effectively report to duty daily—i.e., both you and your spouse are employed and need two vehicles to get to work or to commuter lines; or your new residence is inconvenient to public transportation.

734 Reimbursable expenses for the POV

734.1 Costs of transporting an additional POV

- a. If you or a member of your family drives the additional authorized vehicle to the new duty station, mileage allowances will be at the rate described in Appendix B.
- b. If it is impractical to drive the additional vehicle to the new duty station (because of weather conditions, distance, etc.), the Postal Service will pay to transfer one privately owned vehicle (by rail, truck, driving service, or shipment

with household goods). If it is shipped as household goods, the weight of the vehicle will not be included in the weight limitation. You will be reimbursed at the rate of the most economical method available. You must provide a cost comparison.

734.2 Costs of transporting POV(s) from/to outside/inside CONUS

When it is necessary to ship a POV (e.g., from Hawaii to the mainland and vice versa), the Postal Service will allow all necessary and customary expenses, including crating, packing expenses, shipping charges, and port charges for readying the vehicle(s) to be shipped from the port of debarkation. If you make a separate trip to a port to deliver or pick up the POV, the Postal Service will not allow per diem, but will allow one-way travel cost or one-way mileage.

740

Allowances for temporary quarters (TQ)

741 What are temporary quarters

Temporary quarters refers to any lodging obtained from commercial sources which you and/or your immediate family members occupy temporarily. Quarters are not temporary if the lease is for more than 60 days. In addition, quarters are not considered temporary if you move your household goods into them. Temporary quarters are meant to be used only until you can move into a permanent residence.

742 Conditions and limitations on temporary quarters

742.1 Lodging with friends or relatives

You will not be reimbursed for temporary quarters expenses if you stay with friends or relatives.

742.2 Less than 50 miles between old residence and new station

The Postal Service will not pay expenses for temporary quarters if the distance between your old residence and your new official station is less than 50 miles further than the distance between your old residence and your old official station. However, you and your immediate family will be eligible for expenses for temporary quarters while awaiting the arrival of household goods shipped from the old residence, provided you have not made a short distance move. (See 718.4.)

742.3 Occupying temporary quarters that become the permanent residence

If you occupy temporary quarters that eventually become your permanent residence, you may be paid a temporary quarters allowance if you show satisfactorily that the quarters you occupied were intended initially to be only temporary. The approving official will consider such factors as: the duration of the lease, whether you

moved household effects into the quarters, the type of quarters, expressions of intent, attempts to secure a permanent dwelling, and the length of time you occupied the quarters.

742.4 Renting

If you rent a residence you are arranging to buy at the new station, the residence may be considered temporary quarters until you have closed the purchase transaction or until the allowable time limit for temporary quarters expires, whichever occurs first. The maximum that the Postal Service will allow is the actual rental fee (but no subsistence is allowed) or the maximum amount allowable in 744.3 (or 744.4), whichever is less. You must show cost comparisons on the travel voucher.

742.5 Determining how much you are eligible to be paid

When computing temporary quarters allowances, you must consider the following:

.51 If your en route travel takes **24 hours or more**, and you begin to occupy temporary quarters on the same day that the en route travel ends, then the first per diem period for temporary quarters will be the calendar day quarter after the last calendar day quarter for which travel per diem is paid.

.52 If your en route travel takes **24 hours or less**, and you begin to occupy temporary quarters on the same day that the en route travel ends, then the first period for temporary quarters will be the calendar day quarter **during which** travel per diem ends.

.53 In all other cases, the period will be computed from the beginning of the calendar day quarter for which you claim reimbursement for the temporary quarters subsistence, provided you or your family occupies the quarters in that calendar day.

.54 On whatever day within the authorized temporary quarters period you begin to occupy permanent quarters, the temporary quarters period will be continued for that day.

742.6 Exception—daily commuting instead of temporary quarters

If you wish to commute daily to and from the residence at your former duty station during the 60-day period (for non-bargaining employees) or 30-day period (for bargaining employees) allowed for temporary quarters instead of renting temporary quarters, you must request an exception from the approving official who has approving authority for your travel voucher. The request for exceptions of this nature must originate with you and must be routed through the appropriate chain-of-command. Each member of the chain-of-command must attach a recommendation to your request. If the exception is allowed, it cannot be for more than 60 consecutive days (for non-bargaining employees) or 30 days (for

bargaining employees). Reimbursable costs must not exceed the cost of temporary quarters for 60 days or less (for non-bargaining employees) or 30 days or less (for bargaining employees) at your new duty station. You must include a detailed cost comparison as part of your request and you must include lodging costs as if you had used temporary quarters and had claimed per diem versus mileage at the current local travel mileage allowance.

The official who has authority to approve the employee's travel voucher makes the final decision on these requests for exception.

743 Limitations on temporary quarters

743.1 When you must begin using temporary quarters

You must begin using temporary quarters no later than 60 days (for non-bargaining employees) or 30 days (for bargaining employees) from the date:

- a. You report for duty at your new official station; or
- b. Your family moves out of the residence at your old official duty station.

743.2 Authorizing expenses for temporary quarters

.21 The appropriate approving official may authorize subsistence expenses for temporary quarters for a maximum of 60 consecutive calendar days (for non-bargaining employees) or 30 days (for bargaining employees). If temporary quarters are occupied for any part of a day, it counts as one day of the authorized maximum number of days. The approving official may reduce or disallow allowances for temporary quarters if:

- a. You have made a round trip to seek permanent residence quarters; or
- b. As a result of extended temporary duty at the new official station (detail) or other circumstances, you have had the opportunity to make arrangements for permanent quarters; or
- c. The approving official determines that you have had enough time to find permanent quarters.

.22 The 60 consecutive days (for non-bargaining employees) or 30 consecutive days (for bargaining employees) may be interrupted **only** for the following reasons:

- a. The time spent en route between the old official duty station and the new official duty station (see 743.3).
- b. Time spent in official travel status.
- c. Scheduled vacation leave that the employee cannot change.

d. Other extenuating circumstances over which the employee has no control, such as a death in the family.

743.3 Taking trips home during the time period for temporary quarters

.31 A weekend trip home for personal reasons does not end your temporary quarters allowance. However, the days home are counted toward the total 60 days (for non-bargaining employees) or 30 days (for bargaining employees).

.32 The Postal Service does not allow subsistence expenses while you are at home in such cases. If you can show, however, by cost comparison, that the round-trip expenses would not be greater than expenses incurred while in the temporary quarters site, then the Postal Service may reimburse you for the costs of traveling home and returning to the temporary quarters. You must discuss this with the official who approves the voucher before arbitrarily returning home and subsequently claiming related expenses.

743.4 Occupying temporary quarters in more than one location

You may occupy temporary quarters at one location while members of your immediate family occupy quarters at another location. The temporary quarters period will end, however, when you or your immediate family occupies permanent residence quarters or when the allowable time limit for temporary quarters expires, whichever occurs first.

744 Allowable reimbursable amounts for temporary quarters

744.1 Getting reimbursed for actual subsistence expenses

Subsistence expenses are expenses such as food, laundry, or dry cleaning which are necessary to one's existence. You will be reimbursed for actual subsistence expenses you incur while in temporary quarters, up to the maximums set forth in 744.3 and 744.4. The subsistence expenses you claim must be related to temporary quarters. You will not be reimbursed for any expenses for local transportation while you occupy temporary quarters.

744.2 Obtaining required receipts

You must have receipts for lodging, dry cleaning, and laundry. You should get receipts for each item of subsistence expense (including meals) that costs more than \$15. You should get receipts from grocery stores.

744.3 Computing the maximum—bargaining employees

.31 If you are a bargaining unit employee, the amount you may be reimbursed for subsistence expenses for temporary quarters in the continental United States (CONUS) will be the lesser of either a) the actual amount of allowable

subsistence expense you incur for each 10-day period, or
b) the maximum amount computed as follows (a standard lodging rate of \$25 will be used to compute the temporary quarters allowance):

a. Daily rate for the first 10 days:

(1) For you, 75 percent of the sum of the standard per diem and standard lodging rate.

(2) For each member of your immediate family, two-thirds of the rate established for you.

b. Daily rate for the second 10 days:

(1) For you, two-thirds of the daily rate established in a(1).

(2) For each member of your immediate family, two-thirds of the rate established in a(2).

c. Daily rate for the third 10 days and for any portion of an authorized additional 30-day period:

(1) For you, one-half of the daily rate established in a(1).

(2) For each member of your immediate family, one-half of the daily rate established in a(2).

.32 If you occupy temporary quarters and are subsequently joined by your family, the family rates allowed will be the rate for the 10-day period that you are in at the time your family comes into the temporary quarters.

.33 When you are transferred to or between stations located outside CONUS, the sum of the standard per diem and standard lodging allowance (744.3 or 744.4) should be replaced with the per diem authorized by the Department of State or Department of Defense, whichever applies.

.34 When you claim reimbursement for occupying temporary quarters, use Form 4872, **Claim for Subsistence Expenses - Temporary Quarters**. (See Exhibit 7-5.) Add together all allowable subsistence expense items for each 10-day period you claimed.

.35 The Postal Service will compare the total amount of your actual expenses to the maximum amount allowable for the period. You will be reimbursed for the lesser of these two amounts. For example, the sum of the standard per diem and standard lodging allowance is \$48. If a bargaining unit employee, spouse, and one dependent child occupy temporary quarters for 15½ days, the employee could claim

actual expenses up to the maximum amount computed as follows:

1st 10 Days	Employee, 10 days at	\$36.00	\$ 360.00
	Spouse, 10 days at	24.00	240.00
	Child, 10 days at	24.00	<u>240.00</u>
	Maximum allowable, 10 days		\$ 840.00
2nd 10 Days	Employee, 5½ days at	\$24.00	\$ 132.00
	Spouse, 5½ days at	16.00	88.00
	Child, 5½ days at	16.00	<u>88.00</u>
	Maximum allowable, 5½ days		\$ 308.00
	Maximum allowable, 15½ days		\$1,148.00

744.4 Computing the maximum—non-bargaining employees

.41 If you are a non-bargaining employee, the amount you may be reimbursed for subsistence expenses for temporary quarters in CONUS will be the lesser of either a) the actual amount of allowable subsistence expense incurred for a 60-day period, or b) the maximum amount computed as follows (a standard lodging rate of \$39.50 will be used to compute the temporary quarters allowance):

Daily rate for 60 days:

- a. For you, 80 percent of the sum of the standard per diem and standard lodging rate.
- b. For each member of your immediate family, two-thirds of the rate established for you.

.42 The Postal Service will compare the total amount of your actual expenses to the maximum amount allowable for the period. You will be reimbursed for the lesser of these two amounts. For example, the sum of the standard per diem and standard lodging allowance is \$62.50. If a non-bargaining employee, spouse, and one dependent child occupy temporary quarters for 15½ days, the employee could claim actual expenses up to the maximum amount computed as follows:

15½ Days	Employee, 15½ days at	\$50.00	\$ 775.00
	Spouse, 15½ days at	33.33	516.62
	Child, 15½ days at	33.33	<u>516.62</u>
	Maximum allowable, 15½ days		\$1,808.24

750

**Miscellaneous
expense
allowances**

751 Various allowable expenses

You are eligible for miscellaneous expense allowances if you have been

authorized a permanent change of station and have given up or established a residence because of the change, regardless of where the old or new official stations are located. This allowance is to cover various costs associated with giving up a residence at one location and establishing a residence at a new location. The types of costs that can be reimbursed under this allowance include the following, among others:

- a. Disconnecting and connecting appliances and utilities (except when these costs are claimed under household goods) and the cost of converting appliances so that they can operate on available utilities.
- b. Cutting and fitting rugs, draperies, and curtains moved from one residence to another.
- c. Utility fees or deposits that are nonrefundable.
- d. Forfeiture losses on medical, dental, and food locker contracts that are not transferable.
- e. Automobile registration, driver's license, use taxes imposed when bringing automobiles into some jurisdictions, emission controls, and state inspection requirements.
- f. Nonrefundable or non-transferable contract costs incurred for private institutional care for handicapped dependents.
- g. Telephone calls in connection to relocation.

752 Claiming an allowance without supporting documentation

If you do not choose to itemize expenses, you may claim the following flat allowance:

- a. \$150 for an employee without immediate family
- b. \$300 for an employee with immediate family.

753 Authorizing or approving claims in excess of flat allowance

The Postal Service may authorize or approve an amount for miscellaneous expenses that is greater than that specified, if you can support your request with an acceptable statement of facts and paid bills or other acceptable evidence justifying that amount. (See Section 754.) However, the total amount of your allowance may not be more than your basic salary at the time you report for duty, for one week if you have no immediate family, or for two weeks if you have an immediate family. (You are encouraged to itemize expenses if the flat miscellaneous expense allowance does not cover your actual expenses and the amount does not exceed the criteria stated above.)

754 Claiming miscellaneous expenses

must claim the miscellaneous expense allowance on Form 1012. If you itemize miscellaneous expenses, list each expense item on Form 4871. (See Section 754.) If you claim the standard allowance, you need only make a statement on the Form 1012 that you are "Claiming standard

miscellaneous expense allowance" and record the amount in the **other** block of Form 1012.

755 What the allowance does not cover

755.1 Examples of non-reimbursable expenses

Examples of the types of costs that are not reimbursable under this allowance include:

- a. Losses in selling or buying real and personal property and the cost of items related to those transactions.
- b. Cost of additional insurance on household goods and personal effects while they are being moved to your new official station or the cost of loss or damage to that property.
- c. Additional cost of moving household goods and personal effects caused by exceeding allowable weight limits.
- d. Costs of newly acquired items, such as the purchase price or installation cost of new rugs or draperies.
- e. Higher real estate, income, sales, or other taxes as a result of relocating.
- f. Fines for traffic infractions while you or your family are en route to the new official station.
- g. Accident insurance premiums or liability costs in connection with traveling to your new official station, or any other liability you incur for uninsured damages from accidents for which you or a member of your immediate family are responsible.
- h. Losses resulting from selling or disposing of personal property which you do not consider convenient or practical to move.
- i. Damage or loss of clothing, luggage, or personal effects while traveling to the new official station.
- j. Subsistence, transportation, or mileage expenses greater than amounts reimbursed as per diem or other allowances under these regulations.
- k. Medical expenses resulting from illness or injuries to you or a member of your immediate family while en route to your new official station or while living in temporary quarters at Postal Service expense.
- l. Costs connected with structural alterations, remodeling, or modernizing living quarters, garages, or other buildings to accommodate privately owned vehicles, appliances, or equipment; or the cost of replacing or repairing worn out or defective appliances or equipment shipped to the new location.

m. Expenses relating to animals.

755.2 Exception

A commission (broker's fee) paid to obtain rented quarters is reimbursable as a miscellaneous expense in those areas where such a fee is the established practice, such as New York City.

760

Transporting and temporarily storing household goods

761 Weight limitations

761.1 Weight of household goods

The weight of household goods and personal effects which may be transported or stored at Postal Service expense must not exceed 18,000 pounds net weight, regardless of family status. If household goods exceed the authorized weight limitation, the reimbursable cost will be based on the following formula:

$$\frac{\text{Authorized Weight}}{\text{Actual Weight}} \times \text{Total Cost} = \text{Reimbursable Cost}$$

Example: An employee transports 19,000 pounds, at a cost of \$1,900. The authorized weight is 18,000 pounds. The calculation for reimbursement is:

$$\begin{array}{lcl} \text{(Authorized Weight)} & = & \frac{18,000 \text{ lbs.}}{19,000 \text{ lbs.}} \times \$1,900 = \$1,800 \\ \text{(Actual Weight)} & & \end{array}$$

Note: When an additional POV is authorized and you ship it with household goods, its weight is not included in the 18,000 pounds net weight.

761.2 Weight of professional books

If you ship professional books that are necessary for performing your official duties and the weight of these books causes the household goods shipment to exceed the maximum weight allowance, the professional books may be transported to the new official station as an administrative expense that is not chargeable to travel and transportation accounts. The appropriate approving official must authorize this shipment.

762 Determining the weight of property

762.1 How to figure crated and uncrated weight

When the property is shipped uncrated, as in a household mover's van or similar conveyance, the net weight is the actual (gross) weight, including containers and packing materials. When the property is transported crated, the net weight is computed as 60 percent of the gross weight.

762.2 How to figure constructive weight

If the gross weight cannot reasonably be determined, figure the net weight from the cubic measurement, on the basis of seven pounds per cubic foot. This is called constructive weight.

762.3 When to use constructive weight

If no adequate scale is available at the point of origin, at any point en route, or at the destination, you may use a constructive weight based on seven pounds per cubic foot of properly loaded van space. The constructive weight may also be used: a) for a part load when the weight could not be obtained without first unloading it or other part loads that are carried in the same vehicle and b) when the household goods are not weighed because the carrier computes charges for a local or metropolitan area move on a basis other than the weight or volume of the shipment. In these cases, however, you should obtain a statement from the carrier showing the amount of properly loaded van space required for the shipment. If you obtain neither an actual nor estimated weight certificate, you should include a letter of explanation with your claim.

763 Authorized points of origin and destination for shipments

763.1 Allowances/reimbursements that the Postal Service will pay

The Postal Service will pay allowances or reimbursements for transporting household goods regardless of origin and destination. The total amount reimbursable, however, must not exceed the cost of transporting the property in one lot by the most economical route from the last official residence of the transferring employee (or place of actual residence of the new appointee at time of appointment) to the new official residence.

763.2 Expenses that the Postal Service will not pay

The Postal Service will not allow expenses for transporting property you acquired en route.

764 Making shipping arrangements

764.1 Getting estimates

You must arrange for transporting your household goods and personal effects. You must obtain at least two estimates from recognized professional moving firms and use the lowest one. You must attach copies of the estimates to any reimbursement voucher. If you do not use the mover that gives the lowest estimate, you must get advance approval from the approving official in charge of your new duty station. You must attach the justification and the approving official's written approval to the reimbursement voucher. If a voucher does not have copies of the two estimates and, where appropriate, the approving official's approval for using other than the least costly moving firm, the PDC will reject the voucher until you provide the necessary documentation.

764.2 Renting a U-Haul-type trailer or van

.21 If you choose to personally transport your belongings by renting a U-haul-type trailer or rental vehicle, the Postal Service will reimburse you for only the actual costs you incur. You must support your costs with receipts from the rental company and, where applicable, with receipts for fuel and tolls. Packing materials and other customary services and equipment supplied by the vehicle rental agency are reimbursable but must be clearly reflected on the billings that the rental agency provides. If you obtain packing materials or equipment from other than the rental agency, receipts are required.

.22 If you obtain advance approval, in writing, from the official who will approve the relocation voucher(s), the Postal Service will reimburse incidental expenses such as reasonable mileage driven to obtain the trailer/truck or manpower loading assistance from a commercial establishment (or elsewhere). In this case, you must submit acceptable documentation to the approving official.

.23 The documentation may be in the form of canceled checks or signed receipts, along with a copy of the advance approval. These papers must be attached to your reimbursement voucher(s).

.24 The total reimbursement for these charges may not exceed the cost of commercial moving services.

765 Reimbursement for temporary storage

The Postal Service will reimburse expenses of temporarily storing household goods for a period of 60 days or less. The Postal Service may allow an additional period of 30 days when you return to your place of residence for leave before serving a new tour of duty outside CONUS at a different post of duty.

766 Insuring property

When property is shipped or stored, a small amount of insurance is usually included in the basic charges. However, you can get a larger amount of insurance if you pay the additional cost. **The Postal Service will not reimburse this additional cost.**

767 Expenses for temporary storage within CONUS

767.1 Temporary storage expenses

The Postal Service will reimburse you for the cost of temporarily storing household goods that are within the applicable weight limit. You will be reimbursed for the actual costs of storage, including in and out charges and necessary drayage (cartage).

767.2 Documentation you must supply

You must support your claim for reimbursement with a copy of the paid bill of lading, including a copy of any attached weight

certificate, if one was issued. If there was no bill of lading, you must submit other evidence showing the point of origin and the destination and the weight of the goods. You will also need to submit a copy of the paid bill for any storage costs.

768 Expenses for transportation and temporary storage outside CONUS

768.1 Allowances for transportation and associated services

.11 If you are being transferred to, from, or between permanent duty stations outside the continental United States, the Postal Service will allow the actual costs of transporting your household goods and personal effects. This includes the cost of packing and crating materials, of lift vans or other temporary containers (within the weight limits stated in Section 761), of unpacking, and of other necessary associated charges within applicable limits. Also, refer to Section 762 for determining weights.

.12 Allowable charges for packing, crating, and transportation include expenses you incur in hiring, transporting, and packing lift vans, when shipments are made in whole or in part by water. They do not include charges for shipping or storing empty lift vans or for import duties on lift vans.

768.2 Reimbursement for excess weight charges

When the net weight of the household goods exceeds the maximum weight limits (see Sections 761 and 762), the total shipment may be made by Government Bill of Lading (GBL) or purchase order. In this case, you must promptly reimburse the Postal Service for the costs that are a result of the excess weight. Determine the amount you must pay back by prorating the total shipment cost by the amount that exceeds the weight limitation.

770

Real estate transactions and unexpired leases

771 Conditions and requirements

771.1 Reimbursement for settlement expenses

The Postal Service will reimburse you for allowable settlement expenses for:

- a. Selling one residence at your old official station.
- b. Buying or constructing one residence at your new official station.
- c. Settling an unexpired lease at your old official station either for the house in which you lived or for a lot on which you had a mobile home that you used as residence.

771.2 Conditions for getting reimbursed

To be eligible for reimbursement, you must satisfy all of the following conditions:

- a. A permanent change of station has been approved and authorized for you; both stations are located within the United States and its possessions; and you have signed the Postal Service Form 2444, *Agreement to Remain in the Postal Service*.
- b. The title to the residence (which may be a mobile home and/or a lot on which the mobile home is or will be located) at the old or new official station, or the interest in a cooperatively owned dwelling or in an unexpired lease, is (1) in your name alone, or (2) jointly in your name and the name of one or more members of your immediate family, or (3) solely in the name of one or more members of your immediate family. You (or your immediate family) must have acquired the title or interest in the property before you were informed of the transfer.
- c. The expenses of selling or of settling the lease are for your actual residence at the time you were informed of your transfer to your new official station.
- d. The settlement dates for the sale and purchase or for terminating the lease are not later than one (initial) year after the date on which you reported for duty at your new official station. If you submit a written request to the appropriate approving official before the end of the initial year, this time limit may be extended for up to one additional year.

Note: If you encounter unique and unusual circumstances, you may submit a written request through your installation or department head to the appropriate Officer for a second extension of up to one year. You must submit this request well before your first extension period expires. Any further extensions must be processed using the deviation procedures described in Section 140. You must specify exactly the efforts you have taken in marketing the property and you must provide documentation showing a continuous and reasonable effort to complete the transaction. Each manager in the chain-of-command must attach a recommendation with supporting comments. If an extension is approved, your office must immediately prepare an amended Form 178, *Specific Travel Order - Relocation*, and distribute it.

- e. **Exception:** Postmasters who have been granted an extension by the Postmaster General beyond the one year in which they normally would be required to move to their new duty station are not required to submit a separate exception request to be reimbursed for real estate expenses. (See 714.3.)

(1) The memorandum from the Postmaster General (PMG) granting the above approval is sufficient authorization to extend the time required for the real estate transaction beyond one year.

(2) You must attach a copy of the PMG's approving memorandum to Form 4877, *Reimbursement of Real Estate Expenses - Change of Official Station*, when you submit the form for administrative approval. (See 773.11.)

f. You actually paid the expenses. If the residence is a multiple-occupancy dwelling and you occupy only part of it, your expenses will be reimbursed on a prorated basis. In addition, your reimbursement will be limited when the sale and/or purchase of land exceeds a reasonable amount required for the residence site.

g. 771.2(c) and 771.2(d) do not apply to you if you are a master instructor assigned to the Management Academy, Potomac, MD, and meet these three conditions:

(1) You are assigned to the Management Academy for two years or less; and

(2) You did not sell your residence at your old duty station at the time you were assigned to the Academy or while you were at the Academy; and

(3) At the end of the assignment you did not return to your former duty station.

Note: In that case, the time limits for completing residence transactions in 771.2(d) will be computed from the date you are assigned to the new duty station.

771.3 Disclosure statements

You must support Form 4877, *Reimbursement of Real Estate Expenses - Change of Official Station*, with a copy of the disclosure statement required by Regulation Z issued by the Board of Governors of the Federal Reserve System and the Truth in Lending Act, Title I, Public Law 90-321, for all charges made by the lending institution relating to the purchase of a new residence. **Exception:** A disclosure statement is not required when assuming the loan from the seller. A statement to this effect must be added to Form 4877.

772 Reimbursable and non-reimbursable expenses

772.1 Overall limitations on reimbursement

.11 The Postal Service will reimburse you for allowable expenses you incur in connection with selling your residence at the old official station. The amount of this

reimbursement, however, cannot be more than 10 percent of the actual sales price.

.12 The Postal Service will reimburse you for allowable expenses you incur in connection with buying a residence at your new official station. The amount of this reimbursement, however, cannot be more than 5 percent of the purchase price.

772.2 Broker's fees and real estate commissions

The Postal Service will reimburse a broker's fee or real estate commission that you paid for selling your residence, as long as the fee or commission does not exceed customary rates for that locality. No such fee or commission is reimbursable when you buy a home at your new official station. If you or a member of your immediate family receives any compensation for performing brokerage/real estate services, you must deduct that compensation from the amount that you claim.

772.3 Other advertising and selling expenses

The Postal Service will reimburse the costs of advertising (newspaper, bulletin board, multiple-listing services, or other advertising) to sell your residence at your old official station if you have not paid for those services as part of a broker's fee or real estate commission.

772.4 Costs of selling or buying a home

.41 The Postal Service may reimburse certain legal and related costs of selling or buying a home. The costs must meet all of these conditions:

- a. They have not been included in brokers' fees, lawyers' fees, or similar expenses claimed elsewhere.
- b. They are customarily paid by the seller in the area of the old official station or by the buyer in the area of the new official station.
- c. They are not more than the amounts that are customarily charged in the locality of the residence.

.42 These costs may be reimbursed:

- a. Title search.
- b. Preparing an abstract.
- c. Title opinion.
- d. Lender's title insurance policy.
- e. Preparing conveyances, contracts, and other legal documents.
- f. Notary and recording fees.

g. Surveys.

h. Drawings or plats required for legal or financing purposes.

i. Similar legal costs as described in a-h.

j. Customary appraisal costs.

k. Title insurance—purchased by the buyer in those localities in which it is **not** customary for the seller to furnish either a title opinion or title insurance, or for the buyer to obtain a title opinion.

l. Inspection fees required by state or local statutes or ordinances.

.43 Litigation costs are **not** reimbursable.

772.5 Settlement costs

.51 The Postal Service will reimburse the following settlement costs if they do not exceed the amounts customarily charged in the locality of the residence and they are customarily paid by the seller in the area of the old official station or by the buyer in the area of the new official station:

a. FHA or VA fee for loan application (not to be confused with a loan origination fee, which is not reimbursable).

b. Costs of preparing a credit report.

c. Mortgage and transfer taxes.

d. State revenue stamps and similar fees and charges.

e. Mortgage title insurance required by the lending institution in order to obtain a mortgage loan (commonly called lender's coverage).

.52 If you are selling a home and the terms of the mortgage or other security agreement include a prepayment penalty, the Postal Service will reimburse the penalty if you had to prepay the mortgage or other security agreement because you were relocating. In addition, the Postal Service may reimburse expenses for prepaying a second deed of trust which was executed after the initial financing of your home. If the terms of your mortgage or other security agreement specify the amount of the penalty or the basis on which the penalty is computed, the Postal Service will reimburse the full amount. If no specific amount or basis of computation is specified, the Postal Service will only reimburse an amount equal to three months' interest on the balance of the mortgage loan. You must furnish the appropriate documentation to support the amount of reimbursement you request.

.53 The Postal Service will not reimburse the following settlement costs:

- a. Owner's title insurance (for exception, see 772.42, item k).
- b. "Record Title" policy.
- c. Insurance against damage or loss of property.
- d. Interest on loans, points, and mortgage discounts.
- e. Loan origination fee.
- f. Loan assumption or transfer fee.
- g. Property taxes.
- h. Operating or maintenance costs.
- i. Tax services.
- j. VA funding fee.

.54 The Postal Service will not reimburse any fee, cost, charge, or expense which it determines to be a part of the finance charge under the Truth in Lending Act and Regulation Z.

.55 If you are constructing a house, the Postal Service will reimburse expenses which are comparable to the expenses that would be reimbursable if you were buying a house.

772.6 Losses resulting from market conditions

The Postal Service will not reimburse you for losses resulting from market conditions and any similar losses.

772.7 Expenses of settling unexpired leases

.71 Expenses you incur for settling an unexpired lease (including month-to-month rental) on residence quarters you occupied at your old official station may include broker's fees for obtaining a sublease or the cost of advertising an unexpired lease. These expenses are reimbursable if all of these conditions are met:

- a. The applicable laws or the terms of the lease provide for payment of settlement expenses;
- b. The costs cannot be avoided by subleasing or other arrangements;
- c. You did not contribute to the cost by failing to give appropriate notice that you were terminating the lease promptly after finding out that you were being transferred to a new official station; and
- d. The broker's fees or advertising charges do not exceed

those customarily charged for comparable services in that locality. You must itemize these expenses and enter the total amount on a travel voucher.

.72 You must submit this voucher separately from the claim you make for expenses related to buying a home. You must support each item with a copy of the lease agreement and proof of payment.

773 Submitting a claim for reimbursement of real estate expenses

773.1 How to apply for reimbursement and how to document expenses

.11 Prepare Form 4877, *Reimbursement of Real Estate Expenses - Change of Official Station* (see Exhibits 7-3 and 7-4) in duplicate. Enter the itemized amounts you are claiming in the appropriate spaces on the form. For each expense, attach documents showing that you paid the expense. Identify items claimed in item 4 on the reverse side of Form 4877.

.12 You may prepare a separate Form 4877 for (1) the sale expenses, and (2) the purchase expenses.

.13 You must submit one complete set of legible, signed documents or copies of them to support the claim. Copies of the following documents must be included if appropriate: (1) the sales agreement, (2) the purchase agreement, (3) property settlement documents, (4) loan closing statements, (5) invoices or receipts for bills paid, and (6) a copy of the disclosure statement required by Regulation Z and the Truth in Lending Act, for all charges by the lending institution for the purchase of your new home.

773.2 How your claim will be reviewed and approved

.21 To be reimbursed for sales or purchase expenses, forward Form 4877 and supporting documents to the General Manager, Accounting Operations Division, Department of the Controller, Headquarters; or to the Regional General Manager, Accounting and Revenue Protection Division, Field, as appropriate. (The authority of the General Manager or Regional General Manager can only be delegated if the position of General Manager or Regional General Manager is vacant or if the General Manager or Regional General Manager is absent. It can only be delegated to the Acting General Manager or Acting Regional General Manager.) For the Inspection Service, the Regional Chief Inspector or Inspectors in Charge will review and approve the Forms 4877.

.22 This review will determine whether the expenses claimed are reasonable and customarily paid by the seller/buyer in the locality where the property is located. If any expenses appear to be excessive, the expenses will be

reduced or disallowed. The appropriate official will indicate whether the expenses are approved or disapproved on Form 4877.

773.3 How to submit a claim for payment

You must prepare Form 1012, *Travel Voucher*, and record the total amount approved on Form 4877. Then forward the Form 1012, with approved Form 4877 and documentation, for administrative approval of your travel voucher and payment of your claim.

773.4 Who gives administrative approval

.41 The appropriate approving official who approves the travel for change of station will give final administrative approval of Form 1012. This official may accept as conclusive the required prior approval by the General Manager, Accounting Operations Division, Department of the Controller, Headquarters; or Regional General Manager, Accounting and Revenue Protection Division, concerning what is reasonable and customary.

.42 After the appropriate official has given administrative approval, Form 1012, Form 4877, and supporting documents will be forwarded for payment in the usual manner.

780

Transporting mobile homes

781 Receiving an allowance

If you are entitled to have your household goods transported, you may **instead** choose to take an allowance for transporting a mobile home that you will use as a residence. Before you can receive this allowance, you must certify on the travel voucher in writing that you and your immediate family will live in the mobile home at your destination.

Note: Allowances for transporting mobile homes are in addition to payment of per diem, mileage, and transportation expenses for you and your immediate family.

782 Computing distances

In transporting a mobile home in the continental United States, your claim for reimbursement will be limited to mileage via the most direct route from your former residence to your new residence.

783 Computing allowances

783.1 Transportation by a commercial carrier

When a mobile home is transported by a commercial carrier:

.11 The allowance includes the carrier's charges for blocking and unblocking and for actually transporting the mobile home, not to exceed the applicable tariff approved by the Interstate Commerce Commission (or appropriate State regulatory body for intrastate movements) for transporting a

mobile home. This allowance also includes the carrier's charges for preparing the mobile home for movement, unblocking, unskirting and setting up at destination, reblocking, and reskirting. You must attach a copy of a paid bill to the travel voucher.

.12 The allowance includes ferry fares and bridge, road, and tunnel tolls; taxes, charges, or fees fixed by a State or other government authority for permits to transport mobile homes in or through its jurisdiction; and carriers' service charges for obtaining necessary permits.

.13 Allowances do not include costs of maintenance, repairs, storage, or insurance for valuing the home above the carriers' maximum responsibility, nor certain charges designated in the tariffs as "Special Service." (These would include such special services as packing and unpacking, which are necessary or desirable but which, unlike pilot cars required by State law, are not essential to transporting a mobile home from point to point.)

783.2 Transportation by other than commercial carrier

If, instead of using a commercial carrier, you tow the mobile home with a privately owned vehicle, the Postal Service will pay 11 cents per mile to cover all transportation costs for the mobile home. Thus, you would not claim ferry fares, bridge, road, and tunnel tolls, and other charges as separate expenses. If you have not already been paid for travel to your new official duty station, you may claim the 11 cents per mile in addition to the standard mileage rate you claim for the privately owned vehicle.

783.3 Mixed method transportation

If you use a commercial carrier for part of the transportation and towing for part, you must follow the rules in 783.1 for the part that the commercial carrier did, and 783.2 for the other part.

784 How much you may claim

The total amount that the Postal Service will pay for transporting a mobile home will not be more than the maximum amount that would have been allowed for transporting household goods and storing them for 60 days.

790

Relocation as part of the Management Associate Program

791 Explanation

The Management Associate (MA) program, administered by the region, is a management development program which requires participants to move about a great deal. Management Associates are non-bargaining unit employees assigned to field installations. They can be reassigned to new

sites throughout the Service as often as every 4 months during their 32 months in the program.

792 What the Postal Service will pay for Management Associates

792.1 Reassignment expenses

Each time a Management Associate is reassigned, the Postal Service will pay for moving household goods, for advance round trips (to locate housing), for temporary quarters, for miscellaneous expenses, and for en route costs, as specified in this handbook. The Postal Service will do this from the time you are first placed into the MA Program through your first assignment after leaving the program. Instead of being paid for the moving of household goods and temporary quarters, you may choose to move a mobile home and be reimbursed in accordance with Section 780 each time you are reassigned.

792.2 Real estate transactions

In real estate transactions for Management Associates, you may claim costs for **only one** purchase and sale of a home. The real estate transaction may cover either or both of the following:

- a. The sale of your residence at the official duty station when you were assigned to the Management Associate Program.
- b. The purchase of a residence at the first permanent official duty station after you leave the program. You may not claim costs for selling or buying a residence at an interim site.

Note: You should file the real estate claim as soon as you have completed the sale or purchase.

792.3 Unexpired leases

The Postal Service will allow settlement expenses for unexpired leases at the official duty station at which you were employed when you were assigned to the Management Associate Program and at the interim sites, if the stipulations in this handbook are met. (See 772 7.)

793 Assignment to a previous site

Management Associates are sometimes assigned at the end of the program to a site to which they have previously moved (and received relocation benefits). In such cases, the Postal Service will consider the assignment to be an official change of station, and the restrictions on short distance moves will not apply. The Postal Service will pay all normal relocation costs (consistent with the provisions of 720 and 740) for temporary quarters, storing household goods, and advance round trip or en route expenses.

794 Time limits for settling real estate transactions for Management Associates

794.1 General rule

You must settle real estate transactions (selling and/or buying a home or terminating a lease) for which you request reimbursement within one year after the date on which you report for duty at your first duty station after you complete the Management Associate Program. This time limit may be extended by the appropriate approving official for up to two additional years. See 771.2(d) for details. The particular transaction must be reasonably related to the transfer of official station.

794.2 Unusual circumstances

If you encounter unique and unusual circumstances, you may submit a written request to your installation/departments head for a second extension of up to one year. You must submit requests of this nature well before the first extension period expires and the requests must be forwarded through channels to the respective Officer for approval/denial. For any further exceptions, follow the deviation procedures described in Section 140.

When you apply for an extension, you must specify the efforts you have taken to market the property. You must provide documentation showing that you have made a continuous and reasonable effort to sell the property.

795 Travel vouchers for the Management Associate Program

You must prepare travel vouchers for all relocation costs as specified in this handbook. The regional finance number to be charged is XX-9945. (The XX relates to a unique finance number for the Management Associate Program.) The vouchers will be approved by the General Manager, Employee Relations Division (or another approving official designated by the Regional Postmaster General).

U.S. Postal Service

SPECIFIC TRAVEL ORDER—RELOCATION

1 Order No 83-10 <input type="checkbox"/> Amended		2 Date 4-15-83		3 Issuing Office (Name and location) Office of Accounting Department of the Controller, Headquarters	
4. Employee John A. Doe, 987-65-4321, Senior Accountant Washington, DC 20260-5340					
4a. PCES <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PCES allowances will be in accordance with PCES relocation instructions. Please complete all appropriate blocks					
5. Type of Travel a Permanent change in station Travel for permanent change in station in the interest of the Postal Service <input checked="" type="checkbox"/> Authorized		b New Appointee Travel to first official duty station in the interest of the Postal Service <input type="checkbox"/> Authorized			
6. Agreement <input checked="" type="checkbox"/> Form 2444, Agreement to Remain in Postal Service, Signed and On File					
7. Itinerary From Official Duty Station (City, State & ZIP+4) San Francisco, CA 94124-xxxx		To (City, State & ZIP+4) Washington, DC 20260-xxxx		Finance No. 10-4521	
8. Travel Dates (On or about) Beginning 5-20-83 Ending 5-30-83		Permanent Change in Station* - Travel and Transportation Allowable Shall Not Exceed 2 Years From 6-1-83 *For Real Estate Transactions, See Block 14 Duty Reporting Date			
9. Advance Round Trip Duty Reporting Date 6-1-83		One Round Trip to Seek Permanent Residence Quarters Authorized for <input checked="" type="checkbox"/> Employee For 10 Days <input checked="" type="checkbox"/> Spouse		Mode of Travel Air	
10. Temporary Quarters Temporary Quarters Authorized <input type="checkbox"/> Bargaining Employee <input checked="" type="checkbox"/> Non Bargaining Employee <input checked="" type="checkbox"/> For 45 Days					
11. Mode of Travel of Employee Common Carrier <input checked="" type="checkbox"/> Air <input type="checkbox"/> Surface <input type="checkbox"/> Water		Privately Owned Conveyance <input type="checkbox"/> Per Mile <input checked="" type="checkbox"/> Use of Additional Privately Owned Automobiles Authorized			
12. Transportation of Immediate Family Common Carrier <input type="checkbox"/> Air <input checked="" type="checkbox"/> Surface <input type="checkbox"/> Water		Privately Owned Automobile <input checked="" type="checkbox"/> 19 Per Mile		Number of Members of Immediate Family Traveling by P O A 3	
13. Shipment of Household Goods or Mobile Home <input checked="" type="checkbox"/> Goods and Personal Effects Will Be Shipped in Accordance With Regulations in HB M-9, Travel <input type="checkbox"/> Goods and Personal Effects Will Be Shipped in Accordance With PCES Regulations <input type="checkbox"/> Mobile Home (For use as a residence)					
14. Residence Transactions <input checked="" type="checkbox"/> Allowances for Expenses Incurred in Connection with Residence Transactions—Year Limitation Which May be Extended One Additional Year Upon Written Request, See HB M-9, Travel <input type="checkbox"/> Allowances for Expenses in Accordance with PCES Regulations					
15. This Space for Additional Items Pertinent to Relocation Jenifer Doe - Spouse James Doe - Son, age 16 Janet Doe - daughter, age 11					
16. Fiscal Data (Use numbers provided in General Classification of Accounts, Handbook F-9) Movement of Household Goods Account No 51244 .xxx Relocation Expenses Account No. 51242 .xxx		17. Administrative Approval Signature of Authorized Official George A. Smith Title General Manager, Postal Accounting Division			

PS Form 178, March 1984

Original to Postal Data Center

Completion of Form 178 for Relocation Travel

- A. Complete Items 1-4, using the new official station of the employee in Item 4.
- B. Check Item 5a if U.S. Postal Service employee transferring to a new duty station or Item 5b if new appointee from outside the Postal Service.
- C. Make sure Form 2444, *Agreement to Remain in Postal Service*, has been signed and is on file, and check Item 6.
- D. Insert, in Item 7, old official station or place of residence from which appointed, for new appointee. In "To" box write new official duty station.
- E. Insert, in Item 8, travel dates to cover any advance round trip through time of expected travel of immediate family, and the actual date the employee reports for duty.
- F. Complete all parts of Item 9 if a round trip to seek permanent residence quarters is authorized. The maximum number of days allowable is ten.
- G. Check Item 10 if use of temporary quarters is authorized. Indicate whether employee is bargaining or non-bargaining. Sixty days is the maximum allowable. If the employee is **transferred** to or from Hawaii, Alaska, or a territory or possession, the same time frame is allowable.
- H. Check mode of travel of employee in Item 11. If privately owned automobile is to be used, show the applicable mileage rate. If use of an additional privately owned automobile is authorized, check last block of Item 11.
- I. Check mode of transportation of immediate family in Item 12. If an additional automobile is used, show applicable mileage rate based on number of members traveling together.
- J. Check appropriate block in Item 13. If not checked, it will be assumed the employee has no household goods or mobile home.
- K. Check Item 14 for transferees and for new appointees who are authorized reimbursement of expenses incurred with sale and/or purchase of a residence. Check appropriate box if PCES.
- L. Show names of immediate family, relationship to employee, and any other pertinent information such as the finance number against which expense will be charged.
- M. Show in Item 16 the proper account for movement of household goods and relocation expenses. Regular travel accounts are used for this purpose (refer to Appendix C).
- N. Forward the original of the travel order, signed by the proper official, to the proper Postal Data Center. The green copy should be held by the issuing office concerned, and the yellow copy given to the employee.

U.S. POSTAL SERVICE
AGREEMENT TO REMAIN IN POSTAL SERVICE

The collection of this information is authorized by 39 USC 1001. This information will be used only to effect this agreement between yourself and the Postal Service. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigation or prosecutive purposes, to a Congressional office at your request, to the Office of Management and Budget for review of private relief legislation, to any agency where relevant to hiring, contracting, or licensing, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary, however, if this information is not provided, the Postal Service will not cover your relocation expenses.

Printed Name of Employee (First, Middle Initial and Last)

John A. Doe

Home Address (Number, Street, Apt. No., City, State and ZIP Code)

Old

123 Any Street
San Francisco, CA 94124-XXXX

New

4567 - 1st Street NW
Washington, DC 20045-XXXX

Present employees of the Postal Service, and new appointees are required to execute this service agreement before they may be paid for travel, transportation, moving, storage expenses and other allowances authorized by U.S. Postal Service regulations for permanent change of duty station in the interest of the Postal Service.

Agreement

1. In consideration of my receiving the benefits provided by Chapter 7 Travel Handbook F-10 and/or PCES relocation regulations (as applicable), I hereby agree to remain in the U.S. Postal Service for a period of twelve (12) months following the effective date of my transfer. I understand the effective date of my transfer to be the date I report for duty at my new official station.
2. I understand and agree that if I violate this agreement, all money paid to me by the United States Postal Service as benefits in connection with my transfer shall be recoverable from me as a debt due the United States.
3. I further understand that the provisions of paragraph 1 and 2 of this agreement will not apply if I am separated for reasons beyond my control and acceptable to the U.S. Postal Service.
4. I have been advised of relocation benefits and have read the appropriate sections of the F-10 and/or PCES relocation regulations (as applicable) relating to relocation benefits.

Signature of Employee

John A. Doe

Date Completed

3/2/83

Do Not Write Below - For Administrative Use

New Position Title	Effective Date of Transfer (Establish per paragraph 1 above)
Duty Station	
Prior	New

PS Form 4877, July 1984

COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL STATION OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)			
ITEM	EXPLANATION	FORMER RESIDENCE	NEW RESIDENCE
1. BROKERAGE FEES	The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent	\$ 5,382.00	
2. ADVERTISING	Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent	\$	
3. APPRAISAL FEE	The amount paid to a professional appraiser for establishing a suggested sale price for the residence	\$	
4. LEGAL AND RELATED COSTS	The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller, costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc.	\$ 275.00	\$
5. MISCELLANEOUS COSTS	Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except A.) are paid by the purchaser, however, depending on local custom and practice, the seller may be required to pay some of them. If claimed by seller, it must be established that payment was because of an established custom, that payment by purchaser would be unusual and that payment by seller was required by custom rather than a practice to enhance the sale.)		
A. PREPAYMENT CHARGE	The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance	\$	
B. LENDER'S APPRAISAL FEE	The amount paid for the mortgagee-lender's charge for residence appraisal	\$	\$
C. FHA OR VA APPLICATION FEE	The amount paid	\$	\$
D. CERTIFICATIONS	The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA	\$ 30.00	\$
E. CREDIT REPORT	The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA	\$	\$
F. MORTGAGE TITLE POLICY	The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy)		\$
G. ESCROW AGENT'S FEE	The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction	\$	\$
H. STATE REVENUE STAMPS	The amount paid	\$	\$
I. SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY	The amount paid	\$	\$
6. OTHER INCIDENTAL EXPENSES	Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain, if necessary, attach separate sheet)	\$	\$
TOTAL - FORMER RESIDENCE		\$ 5,687.00 ^{1-3/}	
TOTAL - NEW RESIDENCE			\$ ^{2-3/}

NOTE: In accordance with the real estate expense provisions of Travel Handbook M-9, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System. Expenses incurred by the employee for services which do not eventuate into one of the transactions for which reimbursement is authorized are not reimbursable.

FOOTNOTES:

^{1/}The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of the actual sale price.

^{2/}The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of the purchase price.

^{3/}If property is multiple family unit type (excluding condominium) expenses will be prorated and allowed for residence unit only.

U.S. POSTAL SERVICE
REIMBURSEMENT OF REAL ESTATE EXPENSES — CHANGE OF OFFICIAL STATION

INSTRUCTIONS

1. Prepare in triplicate, completing Parts I, II, and III of face and enter all applicable amounts and totals on reverse.
2. Attach one complete set of documents required to support claim.
 - a. Copy of sales agreement between buyer and seller.
 - b. Copy of settlement sheet.
 - c. Copy of receipt for any item claimed that is not on settlement sheet (*credit report, appraisal, etc.*)
 - d. Copy of disclosure statement that is required by Regulation Z and the Truth in Lending Act. (*Purchase Transactions only.*)

3. Be sure you have signed the Employee Certification(s) below.

4. Submit original and one copy of this form with supporting documentation to the General Manager, Accounting Operations Division, Department of the Controller, (Headquarters), or General Manager, Accounting and Revenue Protection Division (region), as appropriate. When approved, submit Form 4877 and Form 1012 properly signed by the appropriate approving official, to the data center for payment.

If PCES Employee, please check ☐

I. EMPLOYEE — CLAIMANT

NAME John A. Doe	MAILING ADDRESS (Include Apt./Suite No. & ZIP+4) 15302 Belair Drive Bowie, Maryland 20715-XXXX	CHECK APPLICABLE BOX IF EARLIER CLAIM FOR REAL ESTATE EXPENSES SUBMITTED FOR THIS TRANSACTION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SOCIAL SECURITY NO 123-23-4567		

II. TRANSFER DATA

OLD OFFICIAL STATION San Francisco, CA 94124-XXXX	DATE REPORTED FOR DUTY AT NEW OFFICIAL STATION 6-1-83	NEW OFFICIAL STATION Washington, DC 20045-XXXX	DATE SERVICE AGREEMENT SIGNED 5-1-83
--	--	---	---

III. RESIDENCE PROPERTY DATA:

	OLD OFFICIAL STATION	NEW OFFICIAL STATION 15302 Belair Drive Bowie, Maryland 20715-XXXX
Complete Address of Residence (Include Apt./Suite No. & ZIP+4)		
Number of Dwelling Units on Property		1
Sale and/or Purchase Price		\$97,250
Date of Closing or Settlement		6/25/83
Amount of Expense Being Claimed		\$2,214.75

EMPLOYEE CERTIFICATION(S)

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.	I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and the title to the property is in my name and/or a member of my immediate family and is my new residence.
SIGNATURE OF EMPLOYEE	SIGNATURE OF EMPLOYEE <i>John A. Doe</i> John A. Doe
DATE	DATE 6/10/83

IV. APPROVALS

<p>A. SALES EXPENSES—</p> <p>The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.</p> <p><input type="checkbox"/> As Claimed. <input type="checkbox"/> As Reduced, Per Attached Memo.</p> <p><input type="checkbox"/> As Increased.</p>	<p>B. PURCHASE EXPENSES—</p> <p>The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.</p> <p><input type="checkbox"/> As Claimed. <input type="checkbox"/> As Reduced, Per attached Memo.</p> <p><input type="checkbox"/> As Increased.</p>
TITLE	TITLE
SIGNATURE	SIGNATURE
DATE	DATE

COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL STATION OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)			
ITEM	EXPLANATION	FORMER RESIDENCE	NEW RESIDENCE
1. BROKERAGE FEES.	The sales commission paid to the broker or agent for the sale of the residence. Also, fees for listing a residence in commission paid to the broker or agent.	\$	
2. ADVERTISING	Expenses paid for newspaper, radio, television, or other advertising without the services of a real estate broker.	\$	
3. APPRAISAL FEE	The amount paid to a licensed appraiser for the residence.	\$	
4. LEGAL AND RELATED COSTS:	The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller, costs of preparing conveyances, other instruments, and contracts, related notary fees; costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc.	\$	\$ 385.00
5. MISCELLANEOUS COSTS	Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except A.) are paid by the purchaser, how ever, depending on local custom and practice, the seller may be required to pay some of them. If claimed by seller, it must be established that payment was because of an established custom, that payment by purchaser would be unusual and that payment by seller was required by custom rather than a practice to enhance the sale.)		
A. PREPAYMENT CHARGE	The amount paid as required in the mortgage or other security instrument as a charge for prepayment, or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance.	\$	
B. LENDER'S APPRAISAL FEE	The amount paid for the mortgagee-lender's charge for residence appraisal.	\$	\$ 125.00
C. FHA OR VA APPLICATION FEE	The amount paid.	\$	\$
D. CERTIFICATIONS	The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA.	\$	\$
E. CREDIT REPORT	The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA.	\$	\$ 25.00
F. MORTGAGE TITLE POLICY	The amount paid for mortgage (or lender's) title insurance policy, only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy).		\$ 221.00
G. ESCROW AGENT'S FEE	The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.	\$	\$
H. STATE REVENUE STAMPS	The amount paid.	\$	\$
I. SALES OR TRANSFER TAXES, MORTGAGE TAX, IF ANY	The amount paid.	\$	\$ 1,458.75
6. OTHER INCIDENTAL EXPENSES:	Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain, if necessary, attach separate sheet).	\$	\$
TOTAL - FORMER RESIDENCE		\$	
TOTAL - NEW RESIDENCE			\$ 2,214.75

NOTE: In accordance with the real estate expense provisions of Travel Handbook M-9, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation 2 issued pursuant thereto by the Board of Governors of the Federal Reserve System. Expenses incurred by the employee for services which do not eventuate into one of the transactions for which reimbursement is authorized are not reimbursable.

FOOTNOTES:

- 1/ The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of the actual sale price.
- 2/ The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of the purchase price.
- 3/ If property is multiple family unit type (excluding condominium) expenses will be prorated and allowed for residence unit only.

I Hereby Make Claim for Miscellaneous Expenses Incurred in Excess of the Allowable Maximum (F 10, Part 750)

U.S. Form 4871, April, 1985

U.S. POSTAL SERVICE CLAIM FOR SUBSISTENCE EXPENSES-TEMPORARY QUARTERS					
PRINTED NAME OF EMPLOYEE (Last, First and Middle)				<input type="checkbox"/> BARGAINING <input type="checkbox"/> NONBARGAINING	SOCIAL SECURITY NO.
I HEREBY MAKE CLAIM FOR SUBSISTENCE EXPENSES WHILE OCCUPYING QUARTERS					
TEMPORARY QUARTERS WERE OCCUPIED					
AT (Address, include Apt. No.)				BY MYSELF AND/OR THE FOLLOWING MEMBERS OF MY IMMEDIATE FAMILY (List individual names)	
DATE FROM _____ TO _____				SIGNATURE OF EMPLOYEE _____	
				DATE _____	
ACTUAL DAILY SUBSISTENCE EXPENSES WERE INCURRED AS FOLLOWS RECEIPTS FOR LODGING ETC. ARE ATTACHED					DO NOT WRITE HERE FOR AUDIT USE ONLY
DATE	MEALS	LODGING	CLOTHING, LAUNDRY AND CLEANING	TOTAL	ALLOWED
TOTAL (10 day period) ▶					
TOTAL (10 day period) ▶					
TOTAL (10 day period) ▶					

Guidelines for Completing Form 4872

Refer to Part 740 of F-10

A. Time Period for Temporary Quarters

1. Expenses may be claimed for a period of not more than 30 consecutive days. (See C.2 for exception for nonbargaining employees.) As a general policy, allowances for temporary quarters may be reduced or avoided if
 - a. The employee is permitted a round trip to seek permanent residence quarters; or
 - b. The employee is permitted adequate opportunity to complete arrangements for permanent residence quarters while on extended temporary duty (detail), or other circumstances.
2. The 30 consecutive days may only be interrupted for the following reasons:
 - a. The time spent traveling between old and new official duty stations,
 - b. Time spent in official travel status, or
 - c. Scheduled vacation leave that cannot be changed.
3. Use of temporary quarters must not begin later than 30 consecutive days from the date:
 - a. You report for duty at the new official station, or
 - b. Your family vacates the residence at the old official duty station.

B. Receipts Required

Receipts are required for lodging, for clothes cleaning and laundering, and where practicable to obtain them, for each item of subsistence expense (including meals) in excess of \$10. Receipts from grocery stores, etc., should be submitted. Expenses for local transportation incurred for any purpose during occupancy of temporary quarters are not reimbursable.

C. Computation of Reimbursable Amounts

1. **Bargaining Unit Employees.** The amount which may be reimbursed for temporary quarters subsistence expenses in the continental United States will be the lesser of either the actual amount of allowable subsistence expense incurred for each ten day period or the maximum amount computed as follows (a standard lodging rate of \$25.00 will be used for computation of temporary quarters allowances):
 - a. **Daily rate for the first ten days:**
 - (1) For the employee, 75% of the sum of the standard per diem and standard lodging rate.
 - (2) For each member of the employee's immediate family, two-thirds of the rate established for the employee.
 - b. **Daily rate for the second ten days:**
 - (1) For the employee, two-thirds of the daily rate established in a(1).
 - (2) For each member of the employee's immediate family, two-thirds of the rate established in a(2).

c. **Daily rate for the third ten days and for any portion of an authorized additional 30 day period.**

- (1) For the employee, one-half of the daily rate established in a(1).
- (2) For each member of the employee's immediate family, one-half of the daily rate established in a(2).

If an employee occupies temporary quarters and is subsequently joined by his/her family, the family rates allowed will be for the same ten day period that the employee is in at the time of the family's entry into the temporary quarters.

2. **Nonbargaining Unit Employees.** The amount which may be reimbursed for temporary quarters subsistence expenses in the continental United States will be the lesser of either the actual amount of allowable subsistence expense incurred for a 30 day period or the maximum amount computed as follows (a standard lodging rate of \$35 will be used for computation of temporary quarters allowance).

Daily rate for 30 days:

- a. For the employee, 75% of the sum of the standard per diem and standard lodging rate.
- b. For each member of the employee's immediate family, two-thirds of the rate established for the employee.

An additional 15 days for temporary quarters may be allowed if advance written approval is obtained from one of the following: Deputy Postmaster General, General Counsel, Chief Postal Inspector, Senior Assistant Postmaster General, Assistant Postmaster General reporting directly to the Postmaster General, or Regional Postmaster General. Requests for the additional 15 days (or less) must be routed through the appropriate chain-of-command to the respective official noted above. If approval is granted, an amended Form 178, Travel Order, must be prepared. The reimbursement rate for the extra 15 days (or less) will be the same as for the first 30 days.

To preclude processing delays, nonbargaining unit employees' travel orders (which must be attached to the Form 1012, Travel Voucher) must specifically state in remarks block "Temporary quarters reimbursement in accordance with nonbargaining allowances."

D. Privacy Act Information

The collection of this information is authorized by 39 USC 1001 and 2008. This information will be used to account for your subsistence expenses while residing at temporary quarters. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigation or prosecution purposes, to a Congressional office at your request, to the Office of Management and Budget for review of private relief legislation, to a labor organization as required by the National Labor Relations Board, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if the information requested is not provided, reimbursement of your subsistence expenses may be delayed.

8 Travel Vouchers

810

A description of Form 1012, *Travel Voucher*

811 What is Form 1012

Form 1012 is the Postal Service travel voucher. Use it to show all travel expenses you incur outside your official duty station and the account number to be charged for these expenses. Prepare it **carefully and meticulously** because it will be used to verify that you complied with travel regulations. It is also kept for auditing purposes.

812 When to use Form 1012

All expenses on one voucher are charged to one account. Therefore, you should submit separate vouchers for expenses charged to different accounts. Submit separate vouchers for regular travel and travel for training. In addition, all phases of relocation should be indicated on Form 1012 (for example, moving of household goods, real estate expenses). (See Section 842.)

813 What to remember about completing Form 1012

You must print in ink or type the Form 1012 that you submit. When you cannot put all the information about a period of travel on Form 1012, continue on Form 1012-A, *Travel Voucher Continuation Sheet*. Submit the original travel voucher and supporting documents for review and approval. You should keep a copy of the voucher and supporting documents for your files.

820

Preparing the travel voucher

821 Completing the front of the voucher

This section shows you how to fill out the front of your travel voucher. The steps below are keyed to the sections in the sample travel voucher at the end of this chapter. (See Exhibit 8-1.) You should type or print the following information on the travel voucher:

- (1) **PAYEE'S NAME:** Your full name.
- (2) **SOCIAL SECURITY NO.:** Your Social Security Number.
- (3) **DEPARTMENT, OFFICE OR DIVISION:** Your department, office, or division within the Postal Service.

- (4) **MAILING ADDRESS:** Your correct mailing address. This should be the place where you want to receive your check. It can be your home, office, or another delivery point.
- (5) **OFFICIAL DUTY STATION:** The location of your official duty station.
- (6) **RESIDENCE OF EMPLOYEE:** The city and state of your residence.
- (7) **FOR TRAVEL AND OTHER EXPENSES (FROM and TO):** The date you began your travel (**FROM**) and the date you ended your travel (**TO**).
- (8) **APPLICABLE TRAVEL AUTHORIZATION(S):** If relocation was the reason for your travel, enter the number and date of your travel order for relocation travel.
- (9) **TRAVEL ADVANCE:** If you received a travel advance from the PDC or Accounting Services Branch, enter: a) the outstanding amount of the travel advance, b) the amount you will apply to the expenses on this voucher, c) the balance remaining (if any). If the advance is for regular travel, show the amount of the advance that is outstanding. If the advance is for relocation, show the total of the relocation advance. Do not include emergency advances from local post office funds.
- (10) **TRANSPORTATION REQUESTS ISSUED:** Serial number of each Government Transportation Request (GTR) used, date GTR was issued, travel points, class, value, and initials of carrier. Where teleticketing procedures are used, show the ticket number(s) in the **Transportation Request Number** space.
- (11) **AMOUNT CLAIMED:** The total you enter here must agree with the total on the back of the form or on the continuation sheet.
- (12) **SIGNATURE OF PAYEE:** Sign the form here. The name here must be the same as the name shown at the top of the voucher in **PAYEE'S NAME**.
- (13) **DATE:** The date when you sign the voucher.
- (14) **TITLE OF PAYEE:** Your title.
- (15) **AUTHORIZED APPROVING OFFICIAL'S SIGNATURE:** The approving official will sign here.
- (16) **DATE:** The date when the approving official signs the voucher goes here.
- (17) **AUTHORIZED CERTIFYING OFFICER:** This section is for PDC use.
- (18) **CODING STRIP:** The section along the bottom of the form is the coding strip. Enter the appropriate information under **FINANCE NO.**, **ACCOUNT NO.**, and **SUB-AC** (sub-account), **SOCIAL SECURITY NUMBER** and **T/R AMOUNT**.
- (19) If you are traveling to the Management Academy, Potomac, MD, or the Technical Center, Norman, OK, you must have the registrar certify on a blank Form 1012 the type of accommodations you used. Inspection

Service will follow instructions issued by the Chief Postal Inspector

Note: Do not complete items 15, 16, and 17. These spaces are for the authorized approving official and authorized certifying Officer to sign and date the form and for the PDC to note differences in your claim and Postal Service payments.

822 Completing the back of the travel voucher (Schedule of Expenses)

This section shows you how to fill out the back of your travel voucher. List information about your travel in chronological order and give a clear account of your travel expenses. The numbers of the steps below are keyed to the numbers on the sample travel voucher at the end of this chapter. (See Exhibit 8-1.)

822.1 Giving details of your travel expenses

Type or print the dates of the per diem periods for each trip you took. Enter the time you left and the time you returned. Use initials or abbreviations to identify the common carrier, type of accommodations, time period, etc. **Exception:** When you are authorized to be reimbursed for actual and necessary subsistence expenses, you must itemize the expenses on the voucher. You should give the total amount you spent daily for a) lodging, b) meals, and c) all other items of subsistence expense. See Exhibit 8-1 (pages 1 and 2). Section 835 lists the receipts you are required to have.

(1) **DEPARTURE FROM OFFICIAL STATION:** Type or print the date and time that you left your home, office, or other point of departure.

(2) **DATE:** Enter the year and month in the box labeled **DATE**. Fill in the date (or dates) for each expense as shown in Exhibit 8-2.

(3) **NATURE OF EXPENSE:** In this section, write all the details of each item for which you claim expenses. These include:

a. The mode of transportation you used (for example, air, train, POV).

b. Charges for taxi or limousine service between your home or place of business and your duty station. Also show charges from your hotel or place of business to your duty station. Show tips separately.

c. Any deviations from normally traveled routes.

d. If the fact that you did not return immediately means that you will get more per diem, you must explain why you did not take the next available transportation when you completed your official business, why you did not immediately leave stopover points, and why you did not immediately return to your official station.

e. If you used your POV, you must show the number of miles you traveled and the points you visited. If you

departed within 30 minutes before the end of a per diem period or returned within 30 minutes after the beginning of a per diem period, you must justify this on the voucher.

f. The number of per diem periods you are claiming for each day (if a week or less) or group of days (if more than a week).

g. Tolls charged for turnpikes, tunnels, ferries, bridges, and parking fees.

h. Charges for local transportation expenses required to perform official duties outside your official station.

i. Dates and points of travel, and kind of conveyance when you have used a special conveyance.

j. When your official duty station changes, you must show the names and relationships of immediate family members.

k. Expenses you incurred for the official use of telephone or telegraph services or expenses for any unusual charges such as renting a room for a conference, renting equipment, etc.

l. Subtotals, if any, and grand total for number of miles you traveled, the mileage amount you are claiming, per diem expenses, lodging, and other expenses.

m. Any cost comparisons, as identified in this book.

822.2 How to report civil defense travel

.21 When going on civil defense travel, you must show on the voucher the time of your departure and return and odometer readings if you are claiming mileage. On the required statement of allowable subsistence you must show whether or not the Government furnished accommodations. You must write the following statement on every voucher for civil defense travel: "The official travel performed on the above dates was in connection with civil defense and the points visited may not be disclosed."

.22 Submit vouchers covering travel for civil defense tests or exercises either when you complete the travel or at the end of the accounting period. You should submit these vouchers when you report other travel you performed within the period.

822.3 How to report foreign travel

If you travel in a foreign country, you must report your expenses by item. You must show your total expenditures in foreign currency. When you total your expenses, you must convert the amount to United States dollars at the rates at which the foreign money was obtained. You must show the rate of conversion, and the commissions charged.

823 Common errors you should check for

823.1 What to check for before submitting your travel voucher

Before submitting the travel voucher, review it and make sure that:

- a. Your Social Security Number is correct.
- b. You have included the dates of travel on the front and back of the voucher and they are correct.
- c. Your transportation ticket(s) and GTR(s) are attached.
- d. You have included the correct finance number, account numbers, and subaccount numbers.
- e. You have shown the tip separately for each taxi or limousine fare.
- f. You included a comparative cost statement when you used a POV in place of common carrier.
- g. You (the traveler) have signed the form.

823.2 How to deal with erasures and alterations

The traveler or the appropriate approving official must initial any erasures and alterations in totals on the face and body of travel vouchers.

830

Supporting documentation you must include with Form 1012

831 Court documents

Employees who are traveling to Federal or State courts for witness duty on behalf of the Government must attach supporting documents. (See Chapter 6.)

832 SF 1169a—GTR

If you purchased transportation tickets with an SF 1169a, GTR, attach the buff copy of the GTR to your travel voucher. (Do not staple it to the voucher.) When two or more employees use a single GTR, the employee(s) who cannot enclose the buff copy of the GTR should complete the Transportation Request Issued section on the front of the voucher, and include the name of the person who is submitting the buff copy. (The costs relating to the individual ticket should be indicated on the front of the voucher by each individual traveler.)

833 Shipment of household goods

If you have been permanently transferred from one official station to another, you must submit all documents required for claiming

transportation of household goods as described in Section 760. Submit original documents or certified copies.

834 Miscellaneous expenses

If you claim more than the flat allowance stated in Section 752, you must support your claim a) by completing Form 4871, Miscellaneous Expense Allowance Claim, and b) by submitting paid receipts or other acceptable evidence indicating which expenses were paid.

835 Receipts

835.1 All travel

The receipts should be attached to sheets of bond paper for ease in handling. You must always have the following receipts:

- a. Passenger ticket coupons for air, rail, or bus.
- b. Receipts for lodging.

835.2 Temporary quarters

Receipts are required for lodging and for any subsistence expense of more than \$15, where it is possible and practical to obtain them. Subsistence expenses include meals, grocery bills, cleaning, laundry, etc.

835.3 Transporting a mobile home

You must furnish receipts to support each expense claim for this allowance. (See Section 780.)

835.4 Miscellaneous receipts

.41 You must always have receipts for the following items:

- a. Excess baggage. The receipt should indicate the weight of the baggage and points between which the baggage was moved.
- b. Shipments, freight or express, regardless of amount.
- c. Clerical assistance.
- d. Stenographic and typing services.
- e. Hiring a special vehicle.
- f. Renting typewriters.
- g. Personal services, such as guides, interpreters, and drivers of vehicles.
- h. Telegrams, cablegrams, and radiograms.
- i. Copies of records, etc., furnished by Federal or State officials (clerks of courts, etc.).

.42 You must attach receipts for allowable cash expenditures (plus any applicable tax) which are more than \$15. This includes expenses for the following:

- a. Fees relating to travel outside the continental United States. (See Section 642.)
- b. Taxi fare.
- c. Lodging. Lodging receipts must be from a hotel, motel, apartment, or boarding house.
- d. When you are on actual expenses for subsistence, you must obtain receipts for each item.

840

Submitting the travel voucher

841 How frequently to submit a voucher

When you are in a travel status, you must submit at least one voucher in each accounting period. Include all regular travel in the United States and its territories and possessions on the one voucher. If you do not anticipate another trip within the accounting period, submit the voucher at the end of the trip. If one trip occurs in two accounting periods, you may submit one voucher for the entire trip. Employees on extended duty assignments or on training assignments of seven days or more may submit vouchers more frequently if they need the funds to meet their expenses.

842 Submitting vouchers for change of station and travel to a new duty station

You must submit on a separate voucher expenses you claim for the transportation of household goods. Other relocation expenses may be claimed together. All later vouchers which refer to the same type of expense must refer to the original voucher that you submitted (i.e., if you amend your claim for miscellaneous expenses, refer to the first voucher you submitted).

843 Submitting vouchers for the sale or purchase of a residence

Each item of expense you claim must be supported by documents showing the expense was in fact incurred. An example of these documents would be a copy of a) a purchase agreement, b) a sales agreement, c) property settlement documents, d) loan closing statements, e) invoices or receipts for bills paid, f) Disclosure Statement as required by Regulation Z and the Truth in Lending Act, as specified in Section 771.

844 Submitting vouchers for transfers and change of station

If you transfer from another Government agency to the Headquarters office of the Postal Service or between Postal Service installations, you must charge these expenses to the appropriate account for relocation travel and to the department or office that is acquiring you. These vouchers will be processed and paid by the Postal Data Center servicing your new duty station.

845 Getting funds from an imprest fund cashier

An imprest fund cashier may reimburse you for up to \$100 of expenses for travel outside your official duty station, but **only in an emergency**. Submit to the imprest fund cashier SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, after it has been approved by the appropriate approving official. When the cashier receives the voucher, he or she will reimburse you in cash. You will sign in the Received in Cash block on the face of SF 1164. The cashier will retain the voucher and forward it to the appropriate Postal Data Center when requesting to replenish the imprest fund. In emergencies, you may obtain travel funds by submitting Form 1011, *Application for Travel Advance*, to the imprest fund cashier. (See Section 310.)

846 Where to submit travel vouchers

Submit vouchers as follows:

- a. If you are an employee at Headquarters, submit your vouchers to the appropriate approving official for review and approval; the official will submit the vouchers to the New York PDC.
- b. If you are a regional staff person or an employee of a field installation, submit your vouchers to the appropriate approving official for review and approval; the official will submit the vouchers to the servicing PDC.
- c. If you are an employee of a PDC, submit your vouchers to the appropriate approving official for review and approval; the official will submit the vouchers to the Accounts Payable Branch.
- d. If you are an employee in the Inspection Service, submit your vouchers to the appropriate approving official for review and approval; the official will submit the vouchers to the appropriate PDC.

850

Reviewing, approving, and certifying vouchers

The appropriate approving official will review vouchers for travel and relocation expenses. The signature of the approving official on the front of the voucher will show that he or she approves your transportation and expenses as the most advantageous to the Postal Service. Your voucher should be submitted to the appropriate PDC; the PDC will audit and process vouchers for payment. If items on a voucher are not properly supported by the required documentation, the PDC will not pay these expenses.

PS Form 1012
Apr. 1980

* If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

[illegible]

MULTIPLE TRIPS - COMPARATIVE STATEMENT

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED										
PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)										
DEPARTURE FROM OFFICIAL STATION		TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD								
DATE	HOUR	LOCATION					DATE			
DATE 19 <u>83</u> March	NATURE OF EXPENSE*		AUTHORIZED MILEAGE RATE <u>20</u> ¢		AMOUNT CLAIMED					
			Odometer Readings	No. of Miles	Mileage	No. of Periods	Per Diem Allowance & Lodging		Other	
2		Taxi - Residence to Station 6:30AM \$8.50 + \$1.30 Tip				3	17	25	9	80
		LV Washington, DC 7:00AM via Metroliner							46	00
		AR New York 10:15AM New York Sheraton				3	75	61		
		Returned to Official Station for personal convenience over weekend					17	25		
		LV New York 3:30PM via Metroliner AR Washington, DC 6:29PM								
5		LV Washington, DC 5:05PM via Metroliner								
		AR New York 8:05PM Resumed Official Duty				1	5	75		
		New York Sheraton					75	61		
COMPARATIVE COST STATEMENT										
Costs which would have been incurred at Temporary Duty Station:										
		2 nights lodging @ 75.61								
		8 Per Diem Periods @ 5.65								
		Per Period 7								
Costs incurred in return home										
		R/T Train Fare \$ 92.00								
		4 Taxi Fares 2 @ 4.00								
		2 @ 10.00								
		2 Periods Per Diem En Route 11.50								
		\$131.50								
CLAIMING LESSER										
									131	50
6-7		At New York Subway between Hotel and Post Office				8	46	00		
		4 trips @ .75¢ each trip Lodging - New York Sheraton					151	22	3	00
8		LV New York 5:30PM via Metroliner AR Washington, DC 8:30PM				4	23	00	46	00
		Taxi - Station to Residence \$9.00 + 1.35 Tip				2	11	50	10	35
13		LV Washington, DC 4:00PM via POA En Route to Philadelphia, PA								
		AR 6:30PM Lodging - Best Western-Airport Inn		290	58	00		37	00	
		LV Philadelphia, PA 4:30PM via POA AR Washington, DC 7:00PM				6	34	50		
GRAND TOTAL TO FACE OF VOUCHER (Subtotals, to be carried forward if necessary)			799	34	58	00		494	69	246 65

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization). U.S. GOVERNMENT PRINTING OFFICE 1981-751-399/110

U.S. POSTAL SERVICE
TRAVEL VOUCHER - CONTINUATION SHEET
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

☆ U.S. GOVERNMENT PRINTING OFFICE 1979-850-068/2409

U S POSTAL SERVICE
TRAVEL VOUCHER

SCHEDULE NO.

PS Form 1012
Apr 1980

MOVEMENT OF HOUSEHOLD GOODS

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED								
PREVIOUS TEMPORARY DUTY (<i>Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required</i>)								
DEPARTURE FROM OFFICIAL STATION			TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD					
DATE	HOUR	LOCATION					DATE	
DATE 19 83 March	NATURE OF EXPENSE*		AUTHORIZED MILEAGE RATE		AMOUNT CLAIMED			
			Odometer Readings	No of Miles	Mileage	No of Periods	Per Diem Allowances & Lodging	Other
2	Change of Official Station-Old Official Station, Indianapolis, IN							
31	New Official Station, Washington, DC							
	Transportation of Household Goods 9,500 lbs. - 2 estimates attached as well as Bill of Lading (used least costly estimate) - \$1,275.00. Deducting Additional Insurance of \$45.00							1230 00
	30 days Temporary Storage of Goods - 9,500 lbs.							600 00
GRAND TOTAL TO FACE OF VOUCHER <i>(Subtotals, to be carried forward if necessary)</i>			\$1,830	00				1830 00

* If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

U S POSTAL SERVICE
TRAVEL VOUCHER

SCHEDULE NO

PS Form 1012
Apr 1980

TEMPORARY QUARTERS - NON BARGAINING

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED									
PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)									
DEPARTURE FROM OFFICIAL STATION		TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD							
DATE	HOUR	LOCATION						DATE	
DATE 19 83	NATURE OF EXPENSE*		AUTHORIZED MILEAGE RATE <u>d</u>		AMOUNT CLAIMED				
			Odometer Readings	No. of Miles	Mileage	No. of Periods	Per Diem Allowances & Lodging	Other	
2	Change of Official Duty Station Old Official Station, Indianapolis, IN New Official Station, Washington, DC								
	(NON BARGAINING EMPLOYEE)								
3	Arrived at Washington, DC via POA at 5:50PM								
	Claim for temporary quarters begins at 6:00PM								
	20-day period: 80 periods								
	Employee: 20 days at \$50.00		\$1,000.00						
	Spouse: 20 days at 33.33		666.60						
	Son: 20 days at 33.33		666.60						
	Daughter: 20 days at 33.33		666.60						
			\$2,999.80						
3	1 period								
4-13	39 periods								
13	1 period								
14-23	39 periods								
	Actual: Rent-\$1,200 Meals-\$1,050 Laundry-\$55.00								
	TOTAL \$2,305								
	CLAIMING LESSER						2,305 00		
	Miscellaneous Expense Allowance							300 00	
GRAND TOTAL TO FACE OF VOUCHER (Subtotals, to be carried forward if necessary)			2,605 00				2,305 00	300 00	

* If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization). ★ U S GOVERNMENT PRINTING OFFICE: 1981-751-339/110

BARGAINING EMPLOYEE - Temporary Quarters

U.S. POSTAL SERVICE TRAVEL VOUCHER										SCHEDULE NO			
PAYEE'S NAME John Traveler					SOCIAL SECURITY NO 987-65-4321			DEPARTMENT, OFFICE OR DIVISION U. S. Postal Service					
MAILING ADDRESS (Include Apt. No) 123 First Street Any Town, USA 11111							OFFICIAL DUTY STATION Washington, DC						
							RESIDENCE Washington, DC						
FOR TRAVEL AND OTHER EXPENSES				TRAVEL ADVANCE				The collection of this information is for your use only. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecution proceedings to a congressional office at your request, to OMB for review of private relief legislation, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is mandatory in order for you to be reimbursed for your travel expenses and to account for use of advances provided to you.					
FROM (Date) 3/3/8-		TO (Date) 3/31/8-		Outstanding		\$ 500.00							
APPLICABLE TRAVEL AUTHORIZATION(S)				Amount to be applied		500.00							
5		DATE 2/10/8-		Balance to remain outstanding		\$ none							
TRANSPORTATION REQUESTS ISSUED													
TRANSPORTATION REQUEST NUMBER		AGENT'S VALUATION OF TICKET		INITIALS OF CARRIER ISSUING TICKET		MODE, CLASS OF SERVICE AND ACCOMMODATIONS		DATE ISSUED		POINTS OF TRAVEL			
										FROM—		TO —	
*CERTIFIED CORRECT, PAYMENT OR CREDIT HAS NOT BEEN RECEIVED										DOLLARS		CENTS	
SIGNATURE OF PAYEE					DATE			AMOUNT CLAIMED		\$2,116 65			
TITLE OF PAYEE								DIFFERENCES					
AUTHORIZED APPROVING OFFICIAL'S SIGNATURE					DATE								
TITLE								Total verified correct for charge to expense					
CERTIFIED CORRECT AND PROPER FOR PAYMENT								Applied to outstanding travel advance		500 00			
AUTHORIZED CERTIFYING OFFICER					DATE			NET TO TRAVELER					
VENDOR NO. (2-7)	FINANCE NO. (8-14)	FAC (15)	W/C CODE (16-17)	SUB-LOCATION (18-20)	SOCIAL SECURITY NO (21-29)	APPLIED TO ADVANCE (30-35)	T/R AMOUNT (36-40)	VEHICLE RENT AMOUNT (41-45)	ACCOUNT (46-52)	SUB-A/C (53-55)	AMOUNT (60-67)	CR X (67)	
	104521				987654321				51242	183			

*FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10 000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, 1d, 1001).

BARGAINING EMPLOYEE - Temporary Quarters

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

DEPARTURE FROM OFFICIAL STATION			TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD		
DATE	HOUR	LOCATION	DATE		
DATE 19 <u>8-</u> <u>March</u>	NATURE OF EXPENSE*		AUTHORIZED MILEAGE RATE <u> </u> ¢		AMOUNT CLAIMED
			Odometer Readings	No. of Miles	Mileage No. of Periods Per Diem Allowance & Lodging Other
2	Change of official duty station: Old official station, Indianapolis, IN New official station, Washington, DC				
3	Arrived at Washington, DC VIA P.O.A. at 5:50 p.m. Claim for temporary quarters begins at 6:00 p.m.				
	First ten-day period:				
3	1 period				
4-13	39 periods				
	40 periods - rent \$380; meals \$310.00; laundry \$5.45 - Total \$695.45				
	Maximum allowable:				
	Employee 10 days at \$36.00 \$360.00				
	Spouse 10 days at \$24.00 \$240.00				
	Son 10 days at \$24.00 \$240.00				
	Daughter 10 days at \$24.00 \$240.00				
	\$1,080.00				
	Claiming lesser				695 45
	Second ten-day period:				
13	1 period				
14-23	39 periods				
	40 periods - rent \$380.00; meals \$300.20; laundry \$9.00 - Total \$689.20				
	Maximum allowable:				
	Employee 10 days at \$24.00 \$240.00				
	Spouse 10 days at \$16.00 \$160.00				
	Son 10 days at \$16.00 \$160.00				
	Daughter 10 days at \$16.00 \$160.00				
	\$720.00				689 20
	Claiming lesser				
GRAND TOTAL TO FACE OF VOUCHER (Subtotals, to be carried forward if necessary)					1,384 65

* If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

U S GOVERNMENT PRINTING OFFICE, 1982-402 140

RESIDENCE TRANSACTIONS

[illegible]

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

U.S. POSTAL SERVICE
TRAVEL VOUCHER

SCHEDULE NO

The collection of this information is authorized by 39 USC 1001 and 2008. This information will be used to account for your official duty travel expenses. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecution proceedings to a congressional office at your request, to OMB for review of private relief legislation, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is mandatory in order for you to be reimbursed for your travel expenses and to account for use of advances provided to you.

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE AND ACCOMMODATIONS	DATE ISSUED	POINTS OF TRAVEL	
					FROM—	TO—
H1,639,884	423.00	DL	Y	2/28	Dallas, TX and Return	Washington, DC
GOVERNMENT HOUSING NOT AVAILABLE						

*CERTIFIED CORRECT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED

DOLLARS	CENTS
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SIGNATURE OF PAYEE	DATE	AMOUNT CLAIMED		
TITLE OF PAYEE		DIFFERENCES		
AUTHORIZED APPROVING OFFICIAL'S SIGNATURE	DATE			
TITLE		Total verified correct for charge to expense		
CERTIFIED CORRECT AND PROPER FOR PAYMENT		Applied to outstanding travel advance		
AUTHORIZED CERTIFYING OFFICER	DATE	NET TO TRAVELER		

[illegible]

*FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; id. 1001)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

DEPARTURE FROM OFFICIAL STATION	TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD
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*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

Appendix A

Approving Officials

I. U.S. Postal Service Officers

- A. The Postmaster General
- B. The Deputy Postmaster General
- C. The Senior Assistant Postmasters General
- D. The Regional Postmasters General
- E. The General Counsel
- F. The Deputy General Counsel
- G. The Chief Postal Inspector
- H. The Assistant Postmasters General
- I. The Judicial Officer
- J. The Treasurer
- K. The Consumer Advocate
- L. The Executive Assistant to the Postmaster General

II. PCES Executives

A. Delegated authority to approve travel vouchers and GTRs/teletickets

The Postmaster General delegates authority to all PCES executives to approve travel vouchers and issue GTRs/teletickets. A PCES executive is only authorized to delegate authority to cover someone acting in place of the executive when the executive is absent, or if the executive's position is vacant. Further redelegation is not allowed except for the following:

1. APMG, Engineering & Technical Support Department, may delegate authority to the Manager, Process Control Branch, who reports directly to the Director, Office of Maintenance Management.
2. APMG, Employee Relations Department, may delegate authority to the Manager, National Test Administration Center, Alexandria, VA, and to the Managers of the three field centers of the Management Academy.
3. Assistant Inspectors in Charge who are PCES executives and all Inspectors in Charge are granted the authority to approve travel vouchers.
4. The Chief Postal Inspector may delegate the authority to issue SF 1169s (GTRs) to Postal Inspectors on official audit and criminal investigations.
5. RPMGs may redelegate this authority to PCES executives in charge of BMCs, MSCs, and FREBOs.
6. RPMGs may redelegate this authority to managers in charge of TMOs, PSOs, Area Overhaul Centers (AOCs), and Building Management Engineering Offices (BMEOs), and to branch managers reporting directly to Regional Directors.

Copies of any delegations of authority must be sent to the Accounts Payable Branch Manager of the servicing PDC (Inspection Service excepted).

B. Travel advances—regular

The appropriate PCES executive must approve any application for an advance of funds.

1. The following officials are authorized to approve regular and training advances (\$500 or less) and all relocation advances:

a. At Headquarters: All PCES executives at Headquarters, Rockville, MD; OT&D Management Academy, Potomac, MD; the Technical Training Center, Norman, OK; and the Maintenance and Technical Support Center, Norman, OK. **Exception:** The APMG, Engineering & Technical Support Department, may delegate this authority to the Manager, Process Control Branch, who reports directly to the Director, Office of Maintenance Management.

b. In Regional Offices (including Inspection Service): All PCES executives; RPMGs may redelegate this authority to branch managers who report directly to Regional Directors.

c. In the Field: All PCES executives in PDCs, ADPCs, Area Supply Centers, and District Offices; Assistant Inspectors in Charge who are PCES executives; and Inspectors in Charge are authorized to approve travel advances.

d. RPMGs may redelegate this authority to PCES executives in charge of BMCs, MSCs, and FREBOs, and to managers in charge of TMOs, PSOs, AOCs, and BMEOs.

Copies of any delegations of authority must be sent to the Accounts Payable Branch Manager of the servicing PDC.

2. **Limitation:** An outstanding advance or request for advance (other than for a change of station action) may not exceed \$500, unless a justification is signed by the employee and approved by one of the following individuals:

a. At Headquarters (including Rockville, MD; OT&D Management Academy, Potomac, MD; and the OT&D Technical Training Center: Officers, Associate and Assistant General Counsels, and Assistant Chief Inspectors.

b. In the Regions: RPMGs and Regional Chief Inspectors.

c. In the Field: Directors, PDCs and ADPCs, and Inspectors in Charge.

This authority may be redelegated to individuals whose position is no lower than that stated in B.1. Notify the Accounts Payable Branch Manager of the servicing PDC of delegations of authority and any subsequent changes.

3. Exception: Travel advance—training up to \$2,000

RPMGs may redelegate to PCES executives the authority to approve travel advances up to \$2,000 for personnel attending programs where housing is not provided and which last two weeks or more. This includes programs conducted at:

- a. OT&D Management Academy, Potomac, MD.
- b. OT&D Field Centers.
- c. Technical Training Center, Norman, OK.
- d. Contractor training at sites or facilities away from official duty station.
- e. Temporary assignments at Potomac or Norman for course development.

After it is approved by the PCES executive, Form 1011 should be submitted to the appropriate PDC for payment.

Note: Officers, RCIs, Inspectors in Charge, and Field Directors at Potomac and Norman are authorized to approve travel advances up to \$2,000 under the same circumstances.

4. Travel advances up to \$1,000 for employees in a training travel status when lodging is provided by the Postal Service (not payable by trainee):

- a. At Headquarters: All PCES executives at Headquarters, Rockville, MD; OT&D Management Academy, Potomac, MD; the Technical Training Center, Norman, OK; and the Maintenance and Technical Support Center, Norman, OK.
- b. In Regional Offices (including Inspection Service): All PCES executives.
- c. In the Field Service: All PCES executives in PDCs, ADPCs, ASCs, and District Offices, and Inspectors in Charge.
- d. RPMGs may redelegate this authority to PCES executives in charge of BMCs and MSCs; to managers in charge of TMOs, PSOs, AOCs, and BMEOs; and to branch managers reporting directly to Regional Directors.

5. PCES executives and Inspectors in Charge at field divisional headquarters offices of the Field Inspection Service will approve investigative expenses on Form 1011.

Copies of any delegation of authority must be sent to the Accounts Payable Branch Manager of the servicing PDC.

III. Signature Block

The PCES executive must sign travel vouchers in the **Authorized Approving Official** block on Form 1012. The title and **PCES** must be entered. When another person is acting in the absence of the PCES executive, the title and **PCES** must be entered, plus the word **Acting**.

IV. Restriction

Authorized officials may not approve their personal travel vouchers. Vouchers must be approved by the next senior official who has approving authority.

Appendix B

Reimbursement Rates

The terms and reimbursement rates stated in this section apply throughout this entire handbook.

I. Mileage Rates

A. Standard mileage rates

Vehicle	Cents Per Mile	
	Non-Bargaining Unit Employees	Bargaining Unit Employees
1. Privately owned automobile	20.0	20.0
2. Privately owned automobile, Alaska only	24.5	19.0
3. Privately owned motorcycle, including Alaska	20.0	09.0
4. Privately owned airplane	45.0	22.0
5. Privately owned airplane, Alaska only	47.0	24.0
6. Privately owned automobile in place of GSA vehicle—full- time assignment	16.5	11.0
7. Privately owned automobile in place of GSA/USPS vehicle— occasional use	13.0	8.0

B. Mileage rates en route to new duty station

Occupants	Cents Per Mile	
	Non-Bargaining Employees	Bargaining Unit Employees
1. Employee only or member of immediate family	15.0	10.0
2. Employee and 1 (2 members of immediate family)	17.0	12.0
3. Employee and 2 (3 members of immediate family)	19.0	14.0
4. Employee and 3 (4 members or more of immediate family)	20.0	17.0

The use of a privately owned vehicle (POV) for advance round trip will be reimbursed at the 10.0 or 12.0 cent rate for bargaining employees or the 15.0 or 17.0 cent rate for non-bargaining employees, as appropriate.

Approving officials who approve expense vouchers for travel must review the voucher to assure that the proper rates are being claimed. No additional stamp or annotation on the voucher is required to certify eligibility for the mileage rate, because the approval of the claim (by signing the "approval" block) is, in effect, certification of the validity of the expenses listed by the traveler.

C. Reimbursement for postal supervisors

Postal supervisors (as described in Chapter 5) will be reimbursed at the rate of \$4.50 per day or 20 cents per mile, whichever is greater, when a POV is authorized.

II. Per Diem Rates

A. What per diem includes

The per diem allowance includes all charges for meals, all fees and tips to waiters, bellboys, and porters, laundry and cleaning expenses, etc.

B. If lodging is required

When the traveler is in a travel status and lodging is required, per diem is allowed at a rate of \$5.75 per 6-hour segment or fraction of it.

Receipts supporting any lodging claim must accompany the related travel voucher(s) and must be from a hotel, motel, apartment, or boarding house. (See Section 830.)

C. If lodging is not required

When lodging is **not** required and the traveler is in a travel status for more than 10 consecutive hours and less than 24 hours, per diem is allowed at a rate of \$4.75 per 6-hour segment or fraction of it—**based on the elapsed time**. For example, if a traveler departs from the official duty station at 6:30 a.m. and returns at 6:10 p.m., the **total time elapsed** is 11 hours and 40 minutes. In this example, the traveler will be entitled to two periods of per diem—for the one full 6-hour period and a fraction of a second 6-hour period (5 hours, 40 minutes)—at the rate of \$4.75 per period.

D. Special situations

When meals and/or lodging are furnished at no charge or nominal fee by a Federal Government agency, private company, etc., at a temporary duty station, meeting, conference, or training session, the per diem will be appropriately reduced. This reduction should be based on the instructions for the meeting, etc. In the absence of any instructions, the per diem will be reduced by the following amounts:

Breakfast - by \$3.25 Lunch - by \$4.75 Dinner - by \$10.00

E. Juror expense allowance

The exact amount of the juror expense allowance which you may keep is figured by multiplying the per diem rate per quarter by the number of quarters during which you perform jury service, whether or not the jury service extends over a 24-hour period. Here is an example:

You receive an expense allowance of \$45.00 for serving as juror from 9:00 a.m. to 4:30 p.m. on Monday and Tuesday and from 9:00 a.m. to 11:30 a.m. on Wednesday. Using a per diem rate of \$4.75 per quarter, calculate the amount that you are entitled to keep as follows:

Monday	- 2 per diem quarters =	$\$4.75 \times 2 =$	\$9.50
Tuesday	- 2 per diem quarters =	$\$4.75 \times 2 =$	\$9.50
Wednesday	- 1 per diem quarter =	$\$4.75 \times 1 =$	<u>\$4.75</u>

Total per diem amount allowed by the Postal Service	\$23.75
--	---------

Total paid by court	\$45.00
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Amount that you must repay to the Postal Service	\$21.25
---	---------

III. Lodging Rates

A. General policies regarding lodging

For travel in the contiguous United States, the Postal Service will allow actual expenses for lodging when employees are placed in a travel status for normal business travel, training, extended duty assignments, and relocation travel.

Employees should not seek exemptions from sales taxes on lodging by using exemption certificates, since the employee, and not the Postal Service, is responsible for paying for the costs incurred. Employees will be reimbursed for taxes they pay.

Lodging arrangements must be carefully controlled. A diligent effort must be made to obtain lodging for \$45 or below in all areas. However, if reasonable attempts are made to obtain less costly lodging, but the attempts are unsuccessful, the Postal Service will pay for actual expenses incurred.

The policy for actual lodging expenses is not approval to randomly select lodging facilities without regard to cost. Control over lodging expenses is an integral part of the approving official's management duties. The Postal Service will not tolerate an employee's capricious or nondiscretionary use of lodging facilities that charge exorbitant fees. In these situations, the approving official will disallow the amounts claimed in excess of \$45.

Approving officials should be careful about what they approve and they must be familiar with the traveler's efforts to secure less costly housing. Distances from lodging facilities to the work assignment and related transportation costs must be analyzed by the approving official when considering rates.

B. Group training/duty-in-service

When in-service training/duty is conducted away from the official station of participants, the responsible officials must make a determined effort to obtain rates for suitable lodging which will result in lower per diem costs. Savings would result from either:

1. Obtaining a special rate which will become the maximum rate allowable for all participants, whether they use the lodgings or choose to stay elsewhere for personal reasons; or
- 2 Contracting for meals.

When it is necessary to rent a meeting room at the commercial lodging, a separate charge will be allowed. This charge must be authorized by the appropriate approving official before the meeting room is rented.

C. If lodging is denied

If a traveler is denied lodging when confirmed reservations were made, he or she should demand a penalty payment or complimentary lodging elsewhere. Any payments the traveler receives should be made payable to the Disbursing Officer, USPS, and forwarded to the appropriate Postal Data Center with the travel voucher. If complimentary or partial complimentary lodgings are provided, the traveler should claim reimbursement only for any actual charges.

Appendix C

Accounts Used in Connection with Travel

I. Expense Accounts

- 51401 Personnel - Travel - Other than training
- 51405 Personnel - Travel - International Postal Congress
- 51411 Personnel - Travel - Training - outside
- 51413 Personnel - Travel - Training - USPS

- 52322 Contractual services other than equipment repair and maintenance
Outside consulting and professional - Travel

- 51242 Personnel Benefits - Relocation Costs
- 51243 Personnel Benefits - Relocation Costs - PCES
- 51244 Personnel Benefits - Transportation of Household Effects
- 51245 Personnel Benefits - Transportation of Household Effects - PCES

II. Subaccounts

- 101 Postmaster
- 103 Supervisors and Technical Personnel
- 104 Clerk
- 105 Clerk - CAG K
- 107 Mailhandlers
- 111 Special Delivery Messenger
- 112 Rural Carrier
- 113 City Delivery Carriers
- 114 Vehicle Operator (Driver)
- 121 Building Services
- 123 Postal Operating Equipment
- 125 Buildings & Plant Equipment
- 127 Administrative Support
- 141 Vehicle Maintenance
- 142 MES Personnel
- 143 Mailbag Repair Units and Depositories Personnel
- 144 ADP Centers
- 145 Mobile Unit Personnel
- 147 Procurement Field Personnel
- 149 Maintenance Technical Support Center
- 161 BMC General Manager
- 163 BMC Administration
- 171 Inspection Service - Inspectors
- 172 Inspection Service - Administration
- 173 Inspection Service - Special Investigators
- 174 Inspection Service - Internal Auditors

175	Inspection Service - USPS Security Force
181	Regional Personnel
182	PDC Personnel
183	Headquarters Personnel

*U.S. GOVERNMENT PRINTING OFFICE: 1985-461-870:1025

